

CANADA

PROVINCE OF QUEBEC

EASTERN SHORES SCHOOL BOARD

The regular meeting of the Council of Commissioners of Eastern Shores School Board was held at the Eastern Shores School Board 40 Mountsorrel, New Carlisle, Quebec on Tuesday, May 15, 2018 at the hour of 7:00 p.m. The following persons were present:

COMMISSIONERS: W. Gifford Chairperson  
R. Mundle  
M. Clarke  
G. Hayes  
K. Dickson (Video Conference)  
K. Eldridge (Video Conference)  
D. Gray (Video Conference)  
D. Bourgouin  
M.E. Beaulieu (Video Conference)

PARENT COMMISSIONER: K. Mackenzie; M. Howatson;

DIRECTOR GENERAL: H. Miller Director General  
ASSISTANT DIRECTOR GENERAL: S. Ward Director of Finance  
INTERIM SECRETARY GENERAL: D. Paulson (Video Conference)

OTHERS: L. Mosher Director of Education Services (Video Conference)  
N. Doddridge Director of Human Resources  
T Renouf Buildings/Transportation  
L. Woodman Recording Secretary

ABSENT: P. Kerr, K. Imhoff, G. Briand, C. Carney

W. Gifford, Chairperson, called this regular meeting of the Council of Commissioners to order and welcomed everyone present.

**1 APPROVAL OF THE AGENDA**

C18-05-182 It was moved by M. Howatson that the agenda for this regular meeting of the Council of Commissioners of Eastern Shores School Board be approved. CARRIED

**2 READING OF THE MINUTES**

**2.1 April 26, 2018**

C18-05-183 It was moved by G. Hayes that whereas the minutes of the regular meeting of the Council of Commissioners of Eastern Shores School Board held on April 26, 2018 were circulated six hours prior to the meeting in accordance with article 170 of the Education Act, the Secretary General be excused from the reading of same. CARRIED

**2.2 April 30, 2018**

C18-05-184 It was moved by D. Bourgouin that whereas the minutes of the reconvened meeting of the Council of Commissioners of Eastern Shores School Board held on April 30, 2018 were circulated six hours prior to the meeting in accordance with article 170 of the Education Act, the Secretary General be excused from the reading of same. CARRIED

**3 APPROVAL OF MINUTES**

**3.1 April 26, 2018**

C18-05-185 It was moved by G. Hayes that the minutes of the regular meeting of the Council of Commissioners of Eastern Shores Board held on April 26, 2018 be approved. CARRIED

**3.2 April 30, 2018**

C18-05-186 It was moved by M. Clarke that the minutes of the reconvened meeting of the Council of Commissioners of Eastern Shores Board held on April 30, 2018 be approved. CARRIED

**4 QUESTION PERIOD**

Gillian O'Rourke verbally invited members of the Council of Commissioners to Dave Douesnard's retirement party on May 25, 2018.

**5 BUSINESS ARISING FROM THE MINUTES**

M. Clarke inquired about the advancement of the Grosse Ile gym dossier. The dossier is presently at the notarization phase.

**6 CORRESPONDENCE**

**6.1 Embellissement des cours d'école**

Correspondence was received from le Ministère de l'Éducation, et Enseignement Supérieur informing the School Board that ESSB has been granted the amount of \$ 35,801 for the measure Embellissement des cours d'école (playground equipment).

**7 FINANCIAL SERVICES**

**7.1 Credit Card**

C18-05-187 It was moved by D. Bourgoïn to authorize N. Joncas, in her functions as Director General to use the Eastern Shores School Board credit card. CARRIED

**8 DIRECTOR GENERAL**

**8.1 Commitment to Success Plan**

**WHEREAS** the Commitment to Success Plan was presented to the Council of Commissioners on April 26, 2018; and

**WHEREAS** the following committees have been consulted:

Education Policy Committee  
Management Team –ACSQ  
Eastern Shores Teacher's Association- ESTA  
Council of Commissioners and Parent Committee  
Special Needs A Committee (SNAC)  
Eastern Shores Management Committee – Principals (AAESQ)

**HAVING CONSIDERED** all recommendations,

C18-05-188 It was moved by G. Hayes that the Commitment to Success Plan be adopted. CARRIED

**8.2 Retirement – L. Fequet**

C18-05-189 It was moved by K. Eldridge to accept with regret the letter of retirement from L. Fequet, principal at Queen Elizabeth High School. CARRIED

**8.3 Revised Administrative Organization Plan**

C18-05-190 It was moved by M. Clarke to move forward with the revised Administrative Organizational Plan as presented by H. Miller. CARRIED

**8.4 QEHS – Flemming Selection Committee**

C18-05-191 It was moved by G. Hayes to choose a selection committee that will advise on the engagement of a new Vice Principal who will administer both QEHS and Flemming Schools. CARRIED

**8.4.1 Selection Committee QEHS – Flemming Members**

- Keith Eldridge
- Natascha Joncas
- Vickey Robertson
- Nancy Doddridge (support)
- Wade Gifford

**8.5 Triennial Plan**

**WHEREAS** the Triennial Plan was distributed for consultation to the following groups;

Parent Committees;                      Union and Association Presidents;  
Governing Boards;                      Municipalities;

C18-05-192 **CONSIDERING** the results of the consultation it was moved by M. Clarke to accept the Triennial Plan as presented. CARRIED

**8.6 Triennial Plan Committee**

C18-05-193 It was moved by M. Clarke that a committee be formed to study the needs of the Northern Lights Adult Education Center. This committee will consist of the Chairperson, W. Gifford the Director General, N. Joncas and the local Commissioner K. Eldridge. CARRIED

**8.7 Chief Returning Officer**

It is noted that in the event of a postponement of the School Board Elections to November 1, 2020. A letter of Appreciation will be sent to June Main for her efforts thus far concerning the School Board Election dossier.

## 8.8 Responsable de la sécurité de l'information (RSI)

**CONSIDERING** the *Act Respecting the Governance and Management of the Information Resources of Public Bodies and Government Enterprises*, the *Directive sur la sécurité de l'information gouvernementale*, the *Approche stratégique gouvernementale en sécurité de l'information* and the Ministère de l'Éducation et Enseignement supérieur's commitment to improving information security management;

**WHEREAS** the school board must appoint a responsable de la sécurité de l'information (RSI) to represent it in its dealings with the network information officer (NIO) concerning matters of information security;

**WHEREAS** it is advisable to assign this responsibility to the school board's Secretary General;

**WHEREAS** the school board's Secretary General is currently on a leave of absence for an undetermined period of time;

C18-05-194

**It was moved by M. Clarke** to appoint the Secretary General, Ms. Margaret-Ann Cooke as the responsable de la sécurité de l'information. In her absence, it was resolved to temporarily appoint Denise Paulson as RSI while she functions as the acting Secretary General for the Eastern Shores School Board.

CARRIED

## 8.9 APPOINTMENT OF A PRIMARY AND SUBSTITUTE "COORDONNATEUR SECTORIEL DE LA GESTION DES INCIDENTS (CSGI)"

**CONSIDERING** the *Act Respecting the Governance and Management of the Information Resources of Public Bodies and Government Enterprises*, the *Directive sur la sécurité de l'information gouvernementale*, the *Approche stratégique gouvernementale en sécurité de l'information* and the Ministère de l'Éducation et Enseignement supérieur's commitment to improving information security management;

**WHEREAS** the school board must appoint a primary coordonnateur sectoriel de la gestion des incidents (CSGI) to represent it in its dealings with the network information officer (NIO) concerning matters of incident management;

**WHEREAS** it is advisable to assign this responsibility to the school board's Information Technology Coordinator;

**WHEREAS** it is advisable to assign the responsibility of a substitute CSGI to the school board's RECIT consultant;

C18-05-195

**It moved by G. Hayes** that the school board's I.T. Coordinator Mr. Corey Dugas, be appointed to fulfill the primary role of coordonnateur sectoriel de la gestion d'incidents (CSGI), and that our current RECIT consultant, Mr. Craig Bullett, be appointed to fulfill the role of substitute CSGI.

CARRIED

## 9.0 CLASS ACTION SUIT

### 9.1 In Camera Session

C18-05-196

It was moved by M. Howatson to go in camera.

CARRIED

### 9.2 Out of Camera Session

C18-05-197

It was moved by M. Howatson to come out of camera.

CARRIED

### 9.3 Class Action Suit

**WHEREAS** the judgement of the Superior Court authorized a class action with regard to fees charged by 68 school boards (Court file #150-06-000007-138 – judgement dated December 6, 2016 and rectifying judgement dated May 24, 2017);

**WHEREAS** an originating application in a class action proceeding was issued and filed on June 22, 2017 (Court file #150-06-000007-138) following the judgement granting permission;

**WHEREAS** the Agreement entitled “Principaux éléments d’une entente de règlement relative aux frais chargés par les commissions scolaires défenderesses” (hereinafter “Agreement”);

**WHEREAS** the discussions were held in camera;

**WHEREAS** the present resolution is entered into without admission whatsoever, whether in facts, in law or liability, for the sole purpose to settle the litigation;

**WHEREAS** the constitutional protection of rights to professional secrecy, the protection of litigation privilege and the protection of settlement privilege;

C18-05-198

It is moved by: G. Hayes

**TO APPROVE** the Agreement entitled “Principaux éléments d’une entente de règlement relative aux frais chargés par les commissions scolaires défenderesses”;

**TO AUTHORIZE** the Chairman and Director General to sign the Transaction and all documents and forms that may be required to give full effect to the present Resolution;

**TO UPHOLD** the terms and conditions of the Agreement, the Transaction and all documents and forms that may be required to give full effect to the present Transaction fall under the seal of confidentiality, it being understood that the Agreement, the Transaction and all documents and forms that may be required to give full effect to the present Transaction are confidential and cannot be made public until the Transaction has been approved by the Courts;

CARRIED

## 10 HUMAN RESOURCES

### 10.1 In-Camera Session

C18-05-199

It was moved by M. Howatson to go in-camera.

CARRIED

### 10.2 Out of In-Camera Session

C18-05-200

It was moved by M. Howatson to come out of in-camera.

CARRIED

### 10.3 Administrative Officer Position Committee

C18-05-201

It was moved by G. Hayes that a committee be formed to advise on the increase from 0.5 FTE Administration Officer position to 1.0 FTE at Wakeham Adult and Vocational Education Center. The following are the Administrative Officer Committee Members:

- Ron Mundle
- Richard Jalbert
- Natascha Joncas
- Nancy Doddridge
- Wade Gifford

CARRIED

#### 10.4 Resignation of Human Resources Director

C18-05-202 It was moved by M. Clarke to accept with regret the resignation of N. Doddridge from her position as Human Resources Director effective June 30, 2019.

CARRIED

#### 10.5 Human Resources Director Engagement Committee

C18-05-203 It was moved by D. Bourgoïn to form a committee to advise on the engagement of a Human Resources Director. The following persons will stand on said committee:

- Suzanne Ward
- Lisa Mosher
- Natacha Joncas
- Kerry Dickson
- Nancy Doddridge
- Wade Gifford

CARRIED

#### 10.6 Engagement of New Carlisle High School

C18-05-204 It was moved by M. Clarke to engage Jessica Main Denis as principal at New Carlisle High School. The hiring date for the position will be July 30, 2018.

CARRIED

#### 10.7 Non-reengagement

C18-05-205 It was moved by K. MacKenzie to not renew the employment contract of Employee #1875 as a teacher for Eastern Shores School Board for the 2018-2019 school year.

CARRIED

### 11 CAPITAL/BUILDINGS

#### 11.1 SPDS GYM

*Tabled*

#### 11.4 Environmental Authorization Certificat

C18-05-206 It was moved by R. Mundle to mandate ARPO Groupe-Conseil; to submit the « certificat d'autorisation environnemental » to the MDDELCC in accordance with article 32 (traitement des eaux usées et de l'eau potable) and article 31.75 (prélèvement de l'eau potable).

##### **Déclarant l'engagement à :**

- transmettre au MDDELCC, au plus tard 60 jours après la fin des travaux, une attestation signée par un ingénieur quant à la conformité des travaux avec l'autorisation accordée ;
- utiliser et à entretenir les installations de production d'eau potable conformément aux spécifications indiquées dans les documents fournis par le manufacturier ainsi que dans le manuel d'exploitation ;
- faire le suivi et à respecter les exigences liées au rejet des eaux usées issues du traitement de l'eau ;
- mandater un ingénieur pour produire le manuel d'exploitation des installations de production d'eau potable et à en fournir un exemplaire au MDDELCC au plus tard 60 jours après leur mise en service ;
- respecter les exigences de rejet des eaux usées ;
- mettre en œuvre le programme de suivi des exigences de rejets des eaux usées ;
  - aviser le MDDELCC dès que les résultats ne respectent pas les exigences ou lors d'un déversement ou de toute autre situation pouvant avoir un impact sur l'environnement ;
  - transmettre les résultats du programme de suivi au MDDELCC, le cas échéant ;
  - conclure un contrat d'entretien avec une firme compétente en la matière ;
  - mandater un ingénieur pour produire le guide d'utilisation ou manuel d'exploitation des équipements de traitement des eaux usées et à en fournir un exemplaire au MDDELCC au plus tard 60 jours après leur mise en service.

ADOPTÉ

**11.5 Committee for Board Office Renovations**

C18-05-207

It was moved by K. MacKenzie that a committee be formed to study the need for potential renovations at the Administrative Office of Eastern Shores School Board. Committee members are:

- George Hayes
- Myrna Howatson
- Wade Gifford

CARRIED

**12 INFORMATION TECHNOLOGY**

See Director General Report

**13 EDUCATIONAL SERVICES**

L. Mosher delivered information on the Pre-K program.

**14 ADULT EDUCATION SERVICES**

**14.1 International Student Dossier Signing Authority**

C18-05-208

It is proposed by the Council of Commissioners and moved by D. Bourgoiuin that the Director General of Eastern Shores School Board be given signing authority for International student agreements on behalf of the Council of Commissioners.

CARRIED

**15 COMMISSIONERS**

**15.1** It was put forward by Commissioner M. Clarke to seek approval from the SPDS Governing Board to place a plaque in the new SPDS gym honoring former teacher of SPDS Robert Williams.

**16. CENTRAL PARENTS COMMITTEE**

No Items

**17 VARIA**

No Items

Denise Paulson left the meeting at 8:51 p.m.

**17.1 In Cameral Session**

C18-05-209

It was moved by R. Mundle to go in camera.

CARRIED

**17.2 Out of Cameral Session**

C18-05-210

It was moved by G. Hayes to go out of camera.

CARRIED

**The Meeting closed to the call of the chair at 9:08 p.m. to be reconvened on Thursday, May 17, 2018 at 9.a.m.**

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Secretary General

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Chairperson