

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 Administrative Office of the Board at 40 Mountsorrel, New Carlisle, Quebec on Tuesday, December 17, 2019 at the hour of 9:30 a.m. The following persons were present:

COMMISSIONERS: W. Gifford Chairperson
K. Eldridge, Vice-Chair (Videoconference)
M. E Beaulieu (Videoconference)
L. Martin
M. Clarke
G. Hayes
G. Briand
D. Bourgouin
R. Mundle
K. Dickson (Videoconference)

PARENT COMMISSIONER: K. Mackenzie
J. Davies
C. Carney
D. Martin (Videoconference)

DIRECTOR GENERAL: H. Wood
ASSISTANT DIRECTOR GENERAL: S. Ward; Director of Finance
INTERIM SECRETARY GENERAL: M.A. Cooke

OTHERS: L. Mosher; Director of Education Services
D. Smith; Director of Human Resources
A. Guilbeault; Coordinator of Adult and Vocational Education Services
T. Renouf; Superintendent of Services

ABSENT: M. Chesser

Mr. Gifford, Chairperson, called this regular meeting of the Council of Commissioners to order and welcomed everyone present. Mr. Gifford also informed Council that Commissioner Chesser was unable to attend the meeting for health reasons.

1. **CONFLICT OF INTEREST**

No conflicts were declared at the meeting.

2. **APPROVAL OF THE AGENDA**

C19-12-492 It was moved by K. Mackenzie that the agenda for this regular meeting of the Council of Commissioners of Eastern Shores School Board be approved.

CARRIED

3. **READING AND APPROVAL OF THE MINUTES**

3.1 **Reading of the Minutes of October 22, 2019**

C19-12-493 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 October 22, 2019 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

3.2 Reading of the Minutes of November 19, 2019

C19-12-493A It was moved by G. Hayes that whereas the minutes of the special meeting of the Council of Commissioners of Eastern Shores School Board held on November 19, 2019 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

3.3 Approval of the Minutes of October 22, 2019

C19-12-494 It was moved by K. Dickson that the minutes of the regular meeting of the Council of Commissioners of Eastern Shores School Board held on October 22, 2019, be approved.
CARRIED

3.4 Approval of the Minutes of November 19, 2019

C19-12-495 It was moved by G. Briand that, the minutes of the special meeting of the Council of Commissioners of Eastern Shores School Board held on November 19, 2019 be approved.
CARRIED

4. BUSINESS ARISING FROM THE MINUTES

4.1 New Richmond High School's Request for New Water Fountains

The superintendent of Services, T. Renouf has been in contact with the Principal of New Richmond High School to obtain additional information regarding the request for new water fountains; quotes have been requested.

5. CORRESPONDENCE

5.1 Encounters with Canada - Escuminac

C19-12-496 It was moved by K. Mackenzie to grant a financial contribution in the amount of \$250.00 to an Escuminac Intermediate, Secondary IV student to help fund their attendance at an Encounters with Canada session. (Letter on file)
CARRIED

5.1.1 Encounters with Canada – Evergreen

C19-12-497 It was moved by G. Briand to grant a financial contribution in the amount of \$250.00 to an Evergreen High School, Secondary V student, to help fund their attendance at an Encounters with Canada session. (Letter on file)
CARRIED

5.2 C.I.V.I.X-Quebec

A letter of appreciation was received from C.I.V.I.X- Quebec congratulating ESSB for the participation of 5 schools and 116 students in the Canada Student Vote 2019. (Letter on file)

5.3 Exploramer

A letter was received from the Musée scientifique Exploramer in Sainte-Anne-des-Monts asking for a partnership with ESSB to help promote and fund their annual science contest at Explo-Mer. Several different partnership formats are offered; all include publicity opportunities.

C19-12-498 It was moved by to G. Briand to enter into a partnership with the Musée scientifique Exploramer to help promote and fund the 2020 Explo-Mer Science Contest in the amount of \$ 500.00.
CARRIED

5.4 Al Eden

A letter was received from a former teacher Mr. Al Eden announcing the publication of his book "The Mystery of the Phantom Ship"

C19-12-499

It was moved by D. Bourgouin to delegate the Director General, H. Wood and the Director of Educational Services, L. Mosher to direct this information to schools.

CARRIED

5.5 Thank you cards

A thank you card was received from the family of Julie Carmichael, teacher at Escuminac school and daughter of Mr. Irvin Carmichael, former commissioner.

Escuminac Intermediate School sent a card expressing their appreciation of RSEC.

6. CHAIR'S REPORT

6.1 In-Camera Session

Not required at this time.

6.2 Chair's Report

Mr. Gifford gave a verbal report of the meetings and activities he attended since the last meeting.

6.2.1 Amend resolution C19-10-479

C19-12-500

It was moved by K. Eldridge to amend resolution C19-10-479 by striking out "to June 30, 2021":

...that Hugh Wood be appointed Director General fo Eastern Shores School Board, effective November 1, 2019 to June 30, 2021, pending the signing of an employment contract...

CARRIED

6.2.2 Contract of Engagement – Hugh Wood

C19-12-501

It was moved by G. Briand that Hugh Wood's engagement as Director General of Eastern Shores School Board (See Resolution C19-12-500) be in accordance with the terms and conditions stated in the contract of engagement and that the Chair, Wade Gifford, be authorized to sign said agreement. (Copy on file).

CARRIED

7. DIRECTOR GENERAL'S REPORT

7.1 Annual Report

C19-12-502

It was moved by M. Clarke to approve the 2018-2019 Annual Report as presented; and that the report be deposited with the Ministère de l'Éducation et de l'Enseignement supérieur.

CARRIED

7.2 Director General's Report

Mr. Wood gave a verbal report of his activities since the last meeting.

8. DEPARTMENT REPORTS

8.1 Human Resources

8.1.1 Engagements

C19-12-503

It was moved by G. Briand to approve the engagements of the following Support Staff positions:

- **Employee 1259** as a Special Education Technician at Belle Anse School for 1 hour per week effective October 25, 2019 to June 23, 2020;
- **Employee 1510** as a Special Education Technician at New Carlisle High School for 25 hours per week effective November 18, 2019 to June 23, 2020;
- **Employee 1972** as an Attendant for Handicapped Students for 24 hours per week, effective November 25, 2019 to June 23, 2020.

CARRIED

8.1.2 Leaves of Absence without salary exceeding 30 days

C19-12-504

It was moved by M. E. Beaulieu to approve the request from employee 1645 for a leave of absence without salary exceeding 30 days from her Education Consultant position effective January 6, 2020 to January 4, 2021.

CARRIED

8.1.3 Information Document

A document containing items of interest was deposited with Council. (document on file).

8.2 Material Resources

C19-12-505

It was moved by G. Briand to correct resolution C19-10-481 and C19-11-490 to reflect the following changes to the contract with Multi-Services JRC:

- Remove “no taxes” and indicate “plus taxes”

CARRIED

8.3 Financial Services

ATTENDU qu'en conformité avec les articles 286 et 287 de la Loi sur l'instruction publique, les avis publics ont été placés dans des publications locales; et

ATTENDU que le rapport de l'auditeur indépendant et les états financiers en date du 30 juin 2019 ont été présentés par la firme Raymond Chabot Grant Thornton S.E.N.C.R.L. au comité de vérification le 12 décembre 2019;

C19-12-506

IL EST PROPOSÉ par D. Bourgouin et résolu à l'unanimité que le conseil des commissaires accuse réception du rapport de l'auditeur indépendant et des états financiers tels qu'ils ont été soumis.

APPROVÉ

8.4 Education Services

A power point presentation was deposited with Council. Educational Services Analyst, M. Dow-Hayes was asked to present and explain the success rates as of June 2018. (Document on file)

8.5 Adult Education Services

A power point presentation was deposited with Council. The Coordinator of Adult and Vocational Education Services, A. Guilbeault, gave a summary of the number of students in each center and in each program. She also informed Council of the challenges and needs of the Adult and Vocational sector. Ms. Guilbeault presented Council with her goals for her department for the next five years. (Document on file)

8.6 Secretary General

8.6.1 Policy ES-245-Management of Risks Related to Corruption and Collusion in Contract Management Processes

C19-12-507 It was moved by G. Briand to approve Policy ES 245 - *Management of Risks Related to Corruption and Collusion in Contract Management Processes* as presented. (document on file)
CARRIED

8.6.2 2019-2020 and 2020-2021 Risk Management plan concerning corruption and collusion in contract management processes

C19-12-508 It was moved by G. Briand to acknowledge receipt of the *2019-2021 Risk Management Plan Concerning Corruption and Collusion in Contract Management Processes* as presented. (Document on file)
CARRIED

8.6.3 Information Security Policy

A draft version of the Information Security Policy was deposited with the Council for review, and to begin the consultation process. (Document on File)

9. QUESTION PERIOD

No items

10 DATES OF NEXT MEETINGS

Executive Meeting

January 21, 2020 at 6:00 p.m.

February 18, 2020 at 6:00 p.m.

Council of Commissioners

February 18, 2020 at 6:30 p.m.

11 VARIA

11.1 Leaves of Absence less than 30 days

C19-12-509 It was moved by G. Briand that pending the adoption of the By-Law 6 – *Delegations of Powers to the Director of Human Resources* that the Director of Human Resources be authorised to approve the request for Leaves of Absences without salary less than 30 days.
CARRIED

11.2 Notice of Motion

Notice of motion was given by Commissioner G. Briand to amend the following By-Laws at the next sitting of the Council of Commissioners on February 18, 2020:

By-Law 3- Delegations to the Director of Education Services;

By-Law 6- Delegations to the Director of Human Resources;

12. ADJOURNMENT at 11:59 A.M.

C19-12-510 It was moved by M. E. Beaulieu that there being no further business, the meeting adjourn.
CARRIED

Secretary General

Chairperson