

C A N A D A

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 offices of the Board, situated at 40 Mountsorrel Street, New Carlisle, Québec, on Monday, April 28, 2025, at the hour of 6:00 p.m. The following persons were present:

COMMISSIONERS: W. Gifford, Chair
 M. E. Beaulieu (online)
 M. O'Brien (online)
 J. McWhirter (online)
 Ward 4 - Vacant
 K. Ward
 D. Hunt
 D. Bourgouin (online)
 R. Mundle (online)
 K. Dickson (online)

PARENT COMMISSIONER: K. Mackenzie (online)
 R. Steward (online)
 J. Bizeau (online)
 M. Ouellet (online)

DIRECTOR GENERAL: D. Simoneau
ASSISTANT DIRECTOR GENERAL: J. Bradbury; Assistant Director General
 and Director of Adult and Vocational
 Education
SECRETARY GENERAL: D. Gauthier (online)

OTHERS: M. Hayes-Dow; Director of Information Technology, School
 Organization and Transportation (online)
 A. Dupuis; Director of Human Resources
 S. Ward; Director of Finance and Material Resources
 D. Foltin; Director of Educational Services (online)

ABSENT: G. Hayes

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

1. **CONFLICT OF INTEREST**

No conflicts were declared at this time.

2. **APPROVAL OF THE AGENDA**

C25-04-240

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 March 17, 2025**

C25-04-241 It was moved by D. Hunt that whereas the minutes of the regular meeting of the Council of Commissioners of Eastern Shores School Board held on March 17, 2025, 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 **Approval of The Minutes of March 17, 2025**

C25-04-242 It was moved by K. Ward that the minutes of the regular meeting of the Council of Commissioners of Eastern Shores School Board held on March 17, 2025, be approved.
CARRIED

4. **BUSINESS ARISING FROM THE MINUTES**

4.1 **Delegation of Functions and Powers**

The document was deposited with the Council to review the modifications.

Commissioner K. Ward gave notice of motion that, at the meeting of the Council of Commissioners of Eastern Shores School Board to be held on June 16, 2025, an amendment to ***By-Law 14: Delegation of Functions and Powers*** will be presented.

5. **CORRESPONDENCE**

5.1 **Day Camp Request**

An email was received from the Community Development Agent (CDA) of New Carlisle High School Community Learning Center requesting a financial contribution from ESSB to help children from outlying municipalities to attend day camp in the municipality of New Carlisle.

After discussion, it was decided to respectfully deny the request.

6 **CHAIR’S REPORT**

Mr. Gifford had no items to report.

7. **DIRECTOR GENERAL’S REPORT**

D. Simoneau, Director General, gave a verbal report of the monthly activities. She invited Council to review the document

8. **COMMITTEE REPORTS**

8.1 **Special Needs Advisor Committee (SNAC)**

M. Ouellet, parent-commissioner, gave an overview of the last meeting of the SNAC. Questions were raised about the tools used to teach French in all schools.

8.2 **Central Parents Committee (CPC)**

The CPC held a meeting, no items are to be brought forward to Council.

8.3 **Human Resources**

Several topics were discussed at the last meeting of the HR Committee such as the hiring freeze and the hiring of Principals for the 2025-2026 school year.

8.4 **Governance & Ethics**

The Code of Ethics was presented as well as the Protection of information Security policy.

8.5 **Transportation**

No items at this time, the scheduled meeting was cancelled because there were not items to address.

8.6 **Audit**

No items at this time as there were no items to address.

8.7 **Buildings**

At the last meeting, several maintenance projects were discussed as well as the projects for the 2025-2026 school year.

9. **RESOLUTION ITEMS**

9.1 **Notice of Motion – By Law 8**

Commissioner D. Hunt gave notice of motion that, at the meeting of the Council of Commissioners of Eastern Shores School Board to be held on June 16, 2025, an amendment to By-Law 8: To Set the Date, Time and Location of the Meetings of the Executive Committee and Council of Commissioners will be presented.

9.2 **Rules of Order and Procedure Modifications**

C25-04-243

It was moved by D. Hunt to approve the amendment to the Rules of Order and Procedures to include the Student Success Committee and to remove the following responsibility from the terms of reference of the Governance and Ethics Committee

- Designating the Student Ombudsman (220.2)

CARRIED

9.3 **Student Success Committee -Terms of Reference**

C25-04-244

It was moved by K. Mackenzie .to approve the terms of reference of the Student Success Committee as presented: The document was received and placed on file.

CARRIED

9.4 **Calendars**

C25-04-245

It was moved by D. Hunt to adopt the following 2025-2026 calendars as presented. The documents were received and placed on file.

- Management, Professional and Support Staff
- Payroll
- GPS, GES, BAS
- St. Pat’s, EHS
- BCHS, MBS

- Flemming, QEHS
- Riverview.
- Fermont
- EIS, NRHS, NCHS, SPDS, GIS

CARRIED

9.5 School Day Care Grosse Ile School

WHEREAS in accordance with article 256 of the Education Act, *“At the request of the governing board of a school, a school board must provide childcare for preschool and elementary school students, in the manner agreed with the governing board, on the school premises or, if the school does not have suitable premises, on other premises”*

WHEREAS a resolution to establish a school day care services was received from the Governing Board of Grosse Ile High School:

WHEREAS the school has indicated that nine (9) students would be enrolled full-time:

C24-04-246

IT WAS MOVED BY K. Dickson to approve the request received from Grosse Ile School to establish a school day care.

CARRIED

9.6 Code of Ethics

C25-04-247

It was moved by M. O'Brien to adopt the Code of Ethics applicable to staff members and to any person required to work with minor or handicapped students or be in contact with them as presented. A copy of the document was received and placed on file.

CARRIED

9.7 ES-246: Information Security Policy

C25-04-248

It was moved by M. O'Brien to adopt the amendments to policy ES-246: Information Security Policy as presented. A copy of the document was received and placed on file.

CARRIED

10. QUESTION PERIOD

No items

11 DATES OF THE NEXT MEETINGS

- 11.1 **June 10, 2025**
Executive: 8:00 a.m. (hybrid)
- 11.2 **June 16. 2025**
Council: 9:00 a.m. (hybrid)

12 **VARIA**

12.1 **Delegation of Powers to the Director General Regarding the Chaleur Regional School**

WHEREAS it is imperative to maintain the continuity of operations related to the water pressure project for the new school in New Carlisle, and recognizing the necessity for prompt action if required, prior to the scheduled council meeting on June 16, 2025.

C25-04-249 **IT WAS MOVED BY** K. Mackenzie to authorize the Director General, D. Simoneau, to take all necessary decisions and all necessary measures required to ensure the continuity of operations from April 28, 2025, until June 16, 2025, and for this purpose, including, but not limited to, issuing orders and contracts, in accordance with the laws and the policies in force and according to the available budget; and

THAT at the next regular meeting of the Council of Commissioners scheduled for June 16, 2025, the Director General shall present a report on the decisions and measures taken by her to ensure continuity of operations during this period.

CARRIED

12.2 **In-Camera Session**

C25-04-250 It was moved by K. Ward to go in-camera at 6:49 p.m.

CARRIED

C25-04-251 It was moved by D. Hunt to come out of in-camera at 7:03 p.m.

CARRIED

Following the conclusion of the in-camera session the following motions were proposed:

12.2.1 **Ward 4 Commissioner**

C25-04-252 It was moved by D. Bourgouin to nominate Ms. France Bujold as commissioner for the vacant Ward 4; and

That the Director General sends a letter of recommendation to the Ministry.

CARRIED

12.2.2 **Returning Officer**

WHEREAS November 3, 2024, elections resulted in a vacant seat in Ward 4.

WHEREAS a recommencement of the election process was initiated on November 1, 2024, and ended on November 10, 2024

WHEREAS the contract of the returning officer ended on November 22, 2024.

C25-04-253 **IT WAS MOVED BY** D Bourgouin that the powers of the Returning Officer revert to the Director General, Denise Simoneau.

CARRIED

13 **ADJOURNMENT AT 7:07 P.M.**

C25-04-254 It was moved by K. Ward that, there being no further business, the meeting adjourns.

CARRIED

Secretary General

Chairperson