



Minutes of proceedings of a regular meeting of the Council of Commissioners of the New Frontiers School Board

held in the Council Chambers at Howick Elementary School, 5 Lambton, Howick, Quebec, on **Tuesday, May 2, 2023**, at 19:00 hours and at which the following commissioners were present, representing quorum of the Council of Commissioners:

- John Ryan, Chair
- Lina Chouinard, Electoral Division #3, on Teams
- Dianne Eastwood, Electoral Division #7, on Teams
- Barbara Ednie, Electoral Division #9
- Lorne Ferguson, Commissioner representing Parents, Elementary Level
- Jennifer Largan, Commissioner representing Parents at Large
- Abdul Pirani, Electoral Division #6
- Caleigh Saucier, Commissioner representing Parents, Secondary Level
- Peter Stuckey, Electoral Division #8
- Joy Thomas, Electoral Division #5
- Debra Wright, Electoral Division #10
- Brenda Bourdeau, Commissioner representing the Special Needs Advisory Committee, arrived at 19:07 hours
- Raymond Ledoux, Vice-Chair, Electoral Division #1, arrived at 19:20 hours

Absent:

- Karin Van Droffelaar, Electoral Division #2, with regrets
- Kenneth Crockett, Electoral Division #4

Also in attendance:

- Rob Buttars, Director General
- Mike Helm, Assistant Director General & Secretary General
- Eric Colbert, Director of Material Resources
- Chantal Martin, Director of Continuing Education
- Cuthbert McIntyre, Director of Human Resources
- Terence Savoie, Director of Financial Services
- James Walker, Director of Educational & Technology Services
- Luisa Benvenuti, Manager, Administrative Services
- James Furey, NFAA Representative
- Members of the public

Call to Order & Opening Remarks

The Chair opened the meeting at 19:01 hours, and welcomed members, including the NFAA representative, Mr James Furey. It was acknowledged that this would be the last regular meeting for our retiring Director General, Mr Rob Buttars. Mr Buttars was thanked for his exemplary leadership over the course of his career at New Frontiers; he will be missed.

Recognition Statement

Commissioner D. Wright acknowledged that the land on which we gather is the traditional and unceded territory of the Mohawk; a place which has long served as a site of meeting and exchange amongst Nations.

Declaration of Conflict

There were no declarations made relative to tonight's agenda items.

Adoption of the Agenda

The agenda was reordered to have the Director General's report presented after the items requiring Council decisions. After noting this change, the agenda was adopted on a motion by Commissioner D. Wright.

MOTION CARRIED unanimously.

Waiver – Reading of the Minutes of 2023-04-04

The reading of the minutes of the regular meeting of 2023-04-04 was waived on a motion by Commissioner J. Largan.

MOTION CARRIED unanimously

Adoption of the Minutes of 2023-04-04

It was moved by Commissioner J. Largan that the minutes of the meeting of 2023-04-04 be adopted as presented.

MOTION CARRIED unanimously

Public Question Period

The answers to the questions asked at the April 4, 2023 meeting, pertaining to the Sexuality Education Program, were provided individually by the Secretary General to the members of the public who asked them. A presentation was also prepared, however those members declined the invitation to attend a session. Three questions were asked by those in attendance this evening:

1. Could there be uniformity across the system in terms of the exemption process?
2. Could the exemption process be clarified and simplified?
3. Do you know where your children and grandchildren are?

The Director General indicated that answers to these questions would be sought and provided to those who asked them.

Resolution #CC23-05-02-001

By-Law Bec “Executive Committee”

Whereas By-Law BEC “Executive Committee” was reviewed by the Governance & Ethics Committee who determined it required updating; and whereas this By-Law was also vetted by the Executive Committee who made further recommendations for changes; and whereas, in conformity with Article 392 of the Education Act, public notice was given that the Council of Commissioners of the New Frontiers School Board would be adopting By-Law BEC “Executive Committee” at tonight’s meeting; and whereas no members of the public have come forward requesting additional information or suggesting changes; and whereas a copy of the proposed changes was attached;

Therefore, it was moved by Commissioner L. Ferguson that the New Frontiers School Board adopt By-Law BEC “Executive Committee” as presented.

MOTION CARRIED unanimously

Resolution #CC23-05-02-002

Council Meeting Date Exceptions 2023-2024

On the recommendation of the Chair, it was moved by Commissioner J. Largan that the August 1, 2023 Council meeting be cancelled to allow for the summer holiday period; and that the January 9, 2024 Council meeting be moved to January 23, 2024, due to the proposed cancellation of the December 19 Standing Committee meetings; and that the March 5, 2024 Council meeting be moved to the second Tuesday (March 12) to accommodate the March break; and that a special meeting of the Council of Commissioners be called for June 25, 2024 to accommodate the adoption of the 2024-2025 budget; and that public notices be published accordingly.

MOTION CARRIED unanimously

Resolution #CC23-05-02-003

Standing Committee Meeting Date Exceptions 2023-2024

On the recommendation of the Chair, it was moved by Commissioner B. Bourdeau that the July 18, 2023 Standing Committee meetings be cancelled to allow for the summer holiday period; and that the August 15, 2023 meetings be moved to the fourth Tuesday (August 22) to also accommodate the summer holiday period; and that the December 19, 2023 meetings be cancelled to accommodate activities and events taking place around the holiday season.

MOTION CARRIED unanimously

Resolution #CC23-05-02-004

Special Council Meeting – May 30, 2023

Whereas there was a delay in the administrative staffing process this year due to search for a new Director General; and whereas an interim Assistant Director General and Secretary General must be named by June 1, 2023; and whereas a meeting at the end of May would provide an opportunity for “catch up” in the administrative staffing process;

Therefore, it was moved by Commissioner J. Largan that the Council of Commissioners hold a special meeting on May 30, 2023; and that this meeting be held on Teams, with the Chair, the Director General, and the Secretary General attending in person in Howick; and that public notice be given to this effect.

MOTION CARRIED unanimously

Executive Committee Report

There was no report to give; the Executive Committee will meet next on May 9, 2023.

Resolution #CC23-05-02-005

Recommendations – Resource Allocation Committee

Whereas the 2022-2023 Resource Allocation Committee (RAC) has met during the year to consult on the objectives, principles, and procedures used in the preparation of the School Board’s annual budget; and whereas the 2022-2023 RAC is making the following recommendations to the Council of Commissioners for the 2023-2024 school year:

Operational and Educational Capital Budgets - Youth Sector

1. Increase operational allocations by 5%.
2. Increase capital allocations by 5%.

Holdbacks

Withhold 8% on Measures 15011, 15015, 15025, 15063, 15312, same as previous year, with the following conditions:

- Financial Services provides a detailed account to RAC in 2023-2024.
- Finance ensures that an email is sent to all principals as a reminder of the process.
- Initial requests reviewed by RAC at their first meeting of 2023-2024.
- 100% replacement for sick leave with re-evaluation in December/January 2023-2024.

Four-Year-Old Kindergarten

1. Centralize funding from Measure 11023, same as previous year.

Measure 15021 V2 – Support for digital resources

1. Use to support the development of software skills at schools and centres.
2. Support the hiring of a full-time resource in addition to our RECIT measure.

Measure 15313 - Learning Centres

3. Use to support the overall needs of the system but allocate and track at Howard S. Billings High School, same as previous year, to accommodate the reporting of the measure usage.

Measure 15333

1. Hire one Inclusive Education Consultant, same as previous year; managed centrally, shared by all schools.

Measure 30017

1. Use funding for daycare planning, preparation, and support; same as previous year.

Measure 15026

1. Additional time for a pre-school teacher specialist be in the teacher allocations for staffing centrally.

Measure 15022

1. Well Being – Keep the portion allocated to the Board Office staff.

All remaining Youth Measures

1. That all new protected or dedicated measures be allocated using the enrolment figures from 2022-2023.

Protected & Dedicated Measures - Adult Sector

1. That all Adult measures be allocated using the enrollment as consulted on with the adult sector.

School Surpluses

In accordance with Article 193.4 of the Education Act and given that the New Frontiers School Board is currently in a deficit situation, the Resource Allocation Committee recommends that all surpluses go towards the deficit.

Therefore it was moved by Commissioner J. Largan that the Council of Commissioners accept the recommendations made by the 2022-2023 Resource Allocation Committee for the 2023-2024 school year.

MOTION CARRIED by majority vote, with one abstention, Commissioner C. Saucier.

Resolution #CC23-05-02-006

School Board Policy to be Reviewed

Whereas the School Board’s Health & Safety Committee has been established for the current school year; and whereas this Committee has met and has identified that Policy GBGA “Health & Safety” requires updating in order to be in conformity with the requirements of Bill 59 –The Act to Modernize the Occupational Health and Safety Regime in Quebec;

Therefore, on the recommendation of the Human Resources Standing Committee, it was moved by Commissioner B. Ednie that Policy GBGA “Health & Safety” be identified for review; and that this policy be referred to the Human Resources Standing Committee to undertake said review.

MOTION CARRIED unanimously

Resolution #CC23-05-02-007

Administrative Structure 2023-2024

It was moved by Commissioner B Ednie that the administrative structure for the 2023-2024 school year be adopted as presented by the Director General.

MOTION CARRIED unanimously

Resolution #CC23-05-02-008

Pergola & Slab Installation - St. Willibrord Elementary School

Whereas St Willibrord Elementary School has requested permission to build a pergola and concrete slab on the school property; and whereas preliminary plans and specification documents were provided; and whereas Organizational Guide ECBC, “Procedures for the Installation, Relocation & Maintenance of Playground Equipment, or Other Exterior Installations” is being followed; and whereas this project has been approved by the St Willibrord Governing Board; and whereas St. Willibrord Elementary has raised sufficient funds to cover the cost of the project; and whereas the request for the required permits will be issued; and whereas a professional contractor will be mandated to oversee the project; Therefore, on the recommendation of the Operations Standing Committee, it was moved by Commissioner A. Pirani that the New Frontiers School Board’s Council of Commissioners approves the project Pergola & Slab Installation as proposed by St. Willibrord Elementary school.

MOTION CARRIED by majority vote with one abstention, Commissioner J. Largan.

Director General’s Report

The Director General provided updates from the standing committee meetings of April 18, 2023; the report will be placed in the Governance folder.

Educational Services Standing Committee

Commissioner R. Ledoux, Vice-Chair, reported on the meeting of April 18, 2023, at which the following topics were discussed: tours of schools/centres, teacher staffing allocations, learning centre placements, Aire Ouverte meeting, transition process from elementary to high school, the wireless network system, fewer adult students registered, due to labour shortage, provisional authorization for Construction Business Management, HAN request being made, and many CLC activities.

Human Resources Standing Committee

Commissioner B. Ednie, Chair, reported on the meeting of April 18, 2023, at which the following topics were discussed: leaves, retirements, resignations, etc, the need to update Policy GBGA “Health & Safety”, the draft administrative structure, and the Director General’s Administrative Performance Plan.

Operations Standing Committee

Commissioner A. Pirani, Vice-Chair, reported on the meeting of April 18, 2023, at which the following items were covered: updates from Material Resources and Financial Services, Amazon for Business account, the pergola project at St. Willibrord.

Parents’ Committee Report

Commissioner J. Largan reported on the Parents’ Committee meeting of April 27, 2023, at which the following items were discussed: Sexuality Education curriculum and the resistance from one school, Deeds of Establishment, Bill 96 support statement sent to EPCA, ArtsFest, Thought Exchange, offer of basic first aid training – pilot project, and plans for a year-end in-person celebration.

Special Needs Advisory Committee

Commissioner B. Bourdeau reported on the SNAC meeting of April 26, 2023: four ambassadors were present from the Montreal Centre for Learning Disabilities, who highlighted the programs that are available and adapted for special needs individuals. Their stories of success were inspiring.

Health Eating & Active Living Committee

Commissioner B. Ednie reported on the meeting of April 20, 2023, with Syd Apel on “Trauma Informed – Being aware of you and your students”, and various mental health issues.

Professional Relations Committee/NFAA

The Chair reported on the meeting of April 27, 2023, providing an update on the Clevr Absence Management System 2.0, indicating the new Regulation was deposited on April 12, 2023, but there are still questions regarding certain clauses, and noting that the administrative structure was presented for the Association to consult on.

New Business

There was no new business to discuss.

List of Disbursements

Commissioners were provided with the list of disbursements for the month of April 2023:

Cheque #	Date	Paid to	Amount
223866	4/4/2023	PLOMBERIE NOEL FREDETTE INC	19,582.87
223952	4/13/2023	VOYAGES EDUCATIFS NANCY DELISLE	10,900.00
223961	4/13/2023	DELL COMPUTER CORPORATION	18,395.98
223972	4/13/2023	BOHAM GAZ INC.	10,673.32
223980	4/13/2023	COPICOM INC	18,335.28
223989	4/13/2023	GUAY BEAUTE INC.	14,946.75
224025	4/13/2023	SERRURIER HAVELOCK ENR.	17,336.42
224039	4/15/2023	AUTOBUS DUFRESNE INC.	23,148.66
224040	4/15/2023	9072-0103 QUEBEC INC.	25,416.83
224041	4/15/2023	AUTOBUS RACINE LTEE	13,121.14
224042	4/15/2023	AUTOBUS ROLAND LEDUC INC.	134,757.59
224046	4/15/2023	RO-BUS INC.	77,759.91
224047	4/15/2023	TRANSPORT P.M.D. BRAULT INC.	21,105.58
224051	4/26/2023	SERVICES DE CARTES DESJARDINS	15,757.09
224059	4/17/2023	SPICA VISION INC	12,330.21
224060	4/17/2023	VOYAGES RECREATION URBAINE INC	13,884.00
224062	4/18/2023	CONSTRUCTIONS GMP INC (LES)	14,337.93
224068	4/27/2023	9006-6473 QUEBEC INC. CLUB AVENTURE JEUNESSE	23,925.00
224077	4/27/2023	C. S. LESTER B. PEARSON	82,195.43
224127	4/27/2023	VILLE DE CHATEAUGUAY	10,069.00
224138	4/25/2023	GAZ METRO	17,737.62
224147	4/25/2023	HYDRO QUEBEC	52,134.38
224157	4/25/2023	HYDRO QUEBEC	13,502.49
224159	4/25/2023	CONSTRUCTIONS B. MARTEL INC.	113,928.73
224167	4/27/2023	BARAGAR ENTERPRISES LTD	15,855.00
224189	4/27/2023	ECOLE PETER HALL SCHOOL INC.	43,654.91
224201	4/27/2023	GIANT STEPS SCHOOL	10,134.83
224208	4/27/2023	LES ENTREPRISES MCCLINTOCK	21,653.64
224211	4/27/2023	MASSICOTTE DIGNARD TAILLEFER PATENAUDE	16,528.85
224214	4/27/2023	MONTEREGIE WEST COMMUNITY	11,308.50
224223	4/27/2023	PAVAGES ULTRA INC.(LES)	36,025.51
224227	4/27/2023	PRIEST	20,444.06
224238	4/27/2023	SAVARD ARCHITECTE	17,748.78
224246	4/27/2023	SUMMIT SCHOOL	48,190.75
224260	4/30/2023	AUTOBUS DUFRESNE INC.	23,148.65
224261	4/30/2023	9072-0103 QUEBEC INC.	25,416.83
224262	4/30/2023	AUTOBUS RACINE LTEE	13,121.13
224263	4/30/2023	AUTOBUS ROLAND LEDUC INC.	124,364.99
224266	4/30/2023	RO-BUS INC.	83,336.20
224267	4/30/2023	TRANSPORT P.M.D. BRAULT INC.	22,446.18

Correspondence

There was no correspondence to discuss.

Unfinished Business / Business Arising / General Order

There was none to take care of.

Second Public Question Period

There were no members of

Adjournment

There being no further business, the meeting was closed at 20:31 hours on a motion by Commissioner J. Largan.

MOTION CARRIED unanimously.

John Ryan
Chair

Mike Helm
Secretary General