

Minutes of proceedings of a regular meeting of the Council of Commissioners of the New Frontiers School Board
held in the Library at Howard S. Billings Regional High School, 210 McLeod, Chateaugay, Quebec, on **Tuesday, December 3, 2024**, at 19:00 hours and at which the following commissioners were present, representing quorum of the Council of Commissioners:

- John Ryan, Chair
- Raymond Ledoux, Vice-Chair, Electoral Division #1
- Karin Van Droffelaar, Electoral Division #2
- Lina Chouinard, Electoral Division #3
- Kenneth Crockett, Electoral Division #4, arrived at 19:09 hours
- Cristian Espinosa-Fuentes, Electoral Division #5
- Anne-Marie Yelle, Electoral Division #6, on Teams
- Dianne Eastwood, Electoral Division #7, on Teams
- Peter Stuckey, Electoral Division #8
- Barbara Ednie, Electoral Division #9
- Connor Stacey, Electoral Division #10
- Lorne Ferguson, Commissioner representing Parents, Elementary Level
- Brenda Bourdeau, Commissioner representing the Special Needs Advisory Committee
- Jennifer Largan, Commissioner representing Parents at Large
- Kenneth Bernard, Commissioner representing Parents, Secondary Level, arrived at 19:04 hours

Also in attendance:

- Mike Helm, Director General
- Joyce Donohue, Assistant Director General & Secretary General
- Kara Johnstone, Director of Systems & Information Technology and NFAA Representative
- Joanne Malowany, Director of Educational Services
- Chantal Martin, Director of Continuing Education
- Cuthbert McIntyre, Director of Human Resources
- Terence Savoie, Director of Financial Services, and interim Director of Material Resources
- Luisa Benvenuti, Manager of Administrative & Communication Services
- Shuo Xue, Representative, BCGO S.E.N.C.R.L.

Call to Order & Opening Remarks

The Chair opened this 351st meeting at 19:00 hours and welcomed members. The Chair also acknowledged Ms K. Johnstone as the NFAA representative.

Recognition Statement

Ms J. Malowany acknowledged that the land on which we are meeting today is the traditional, unceded territory of the Kanien'kehá:ka people. I deeply honor and respect their connection to this land, and recognize the rich history, resilience, and contributions of Indigenous peoples—past, present, and future. May we all continue to work together toward reconciliation, fostering respect, understanding and harmony.

Declaration of Conflict

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

Adoption of the Agenda

On a motion by Vice-Chair R. Ledoux, the agenda was approved after it was agreed to move item 8.1.1 Acceptance of the 2023-24 Audited Financial Statements to item 3.

MOTION CARRIED unanimously.

Resolution #CC24-12-03-001

Deposit of 2023-2024 Financial Statements

Whereas the audit firm BCGO S.E.N.C.R.L. was appointed as the auditor for the New Frontiers School Board (NFSB) for the 2023-2024 fiscal school year, and will be represented by Shuo Xue to inform the Council of Commissioners as to their opinion on the Board's 2023-2024 Financial Report; and whereas on revenues of \$91,466,882 and expenses of \$89,862,288, the New Frontiers School Board recorded a surplus of \$1,604,594 for the year ended June 30, 2024; and

Resolution #CC24-12-03-001 - Deposit of 2023-2024 Financial Statements – cont'd

Whereas under the accounting policy of the Ministry of Education, the excess of revenues over expenses is allocated to the accumulated deficit, if any; and whereas commissioners will be provided with extracts of the comparative financial statements including the School Board's Balance Sheet, Income Statement, and Statement of Accumulated Surplus; and whereas the schedules below summarize the results of operations and the effect upon the School Board's accumulated deficit.

	2023-2024	(Restated) 2022-2023
Financial Results		
Revenues	\$ 91,466,882	\$ 92,072,318
Expenditures	89,862,288	83,880,448
Net Surplus/(Deficit)	\$1,604,594	\$8,191,870
Accumulated Surplus/(Deficit)		
Opening Balance	\$ 2,693,865	\$ (5,469,004)
Operational Surplus/(Deficit)	1,604,594	8,191,870
Ending Balance	\$ 4,298,459	\$ 2,693,865

Therefore, on the recommendation of the Audit Committee, it was moved by Commissioner L. Chouinard that the Council of Commissioners accept the deposit of the 2023-2024 Financial Statements, bearing the electronic signature 8531856780.

MOTION CARRIED unanimously.

Departure from Meeting

Mr Shuo Xue, Representative, BCGO S.E.N.C.R.L., left the meeting at 19:06 hours.

Waiver – Reading of the Minutes of 2024-09-03 and 2024-11-19

The reading of the minutes of the regular meeting of 2024-09-03 and of the special meeting of 2024-11-19 was waived on a motion by Commissioner L. Chouinard.

MOTION CARRIED unanimously.

Adoption of the Minutes of 2024-09-03

It was moved by Commissioner L. Chouinard that the minutes of the meeting of 2024-09-03 be adopted as presented.

MOTION CARRIED unanimously.

Adoption of the Minutes of 2024-11-19

It was moved by Commissioner K. Van Droffelaar that the minutes of the special meeting of 2024-11-19 be adopted as presented.

MOTION CARRIED unanimously.

Public Question Period

There were no members of the public in attendance.

Meeting Dates – Reminders & Public Notice

Commissioners were reminded that when the calendar of meetings was approved for the 2024-2025 school year, it included the following exceptions to the regular schedule of meetings: no standing committee meetings in December; and no council meeting in January. The normal meeting routine will resume on January 21, 2025 with standing committee meetings. Commissioners were also informed that the schools, centres, and Board Office of the New Frontiers School Board, including the Taxation Department, will be closed for the holiday period from Monday, December 23, 2024 to Friday, January 3, 2025, inclusively, and that a public notice would be published accordingly.

Ethics Review Officer's Report for 2023-2024

In accordance with By-Law BCAA "Code of Ethics & Professional Conduct of Commissioners", the Ethics Review Officer must provide Council with an annual report. Commissioners were provided with Mr. Ben Huot's (Ethics Review Officer for the New Frontiers School Board) annual activity report in which there were no incidents or complaints.

Chair's Report

The Chair presented his report, which will be available in the Governance folder. The following topics were discussed: Spring Conference 2025 planning; the winter plant sale; HAECC SIS students' visit with CVCEC Institutional & Home Care Assistance students; system-wide professional development; Chair's conversation with Bernard Drainville and Carole Mallette; Health Care students' visit to Kahnawake; QESBA updates; upcoming meeting dates and events; Next Step Summit and CVR student's Make-a-Wish.

Executive Committee

The next meeting of the Executive Committee will take place on December 10, 2024, at 16:30 hours both on Teams and in person at the School Board offices.

Resolution #CC24-12-03-002

Identification of Policy DJD for Review

Whereas School Board Policy DJD "Expenses Reimbursement Procedures" has not been reviewed since 2020; and whereas it would be important to ensure this policy is in line with current processes;

Therefore, on the recommendation of the Director General, it was moved by Commissioner L. Chouinard that School Board Policy DJD "Expenses Reimbursement Procedures" be identified for review; and that Policy DJD be referred to the Audit Committee to undertake said review.

MOTION CARRIED unanimously.

Director General's Report

The Director General presented his report, which will be available in the Governance folder. The following topics were included: Award of King Charles III Coronation Medal to the Chair; Major School Change; *Vérificateur général du Québec* report; Task Force on the Prevention of Bullying & Violence update; 2024-25 enrolment figures; 2024-25 inter-school transfers; CVR Rules of Conduct & Safety update; field trip to Ottawa; CVCEC teacher recognition; Staff Appreciation Week; GRICS migration to the cloud; innovation updates; students competing in regional skills competition and a land-based workshop.

Resolution #CC24-12-03-003

Recommendations for Permanence – Administrators on Probation

Whereas Sabrina Henderson will be completing her probationary period as an administrator, currently working as a Vice-Principal at Chateauguay Valley Regional High School; and whereas Ms Henderson has been evaluated during this period and has received a positive recommendation from her supervising Principal, Ms Lynn Harkness;

Therefore, on the recommendation of the Human Resources Standing Committee, it was moved by Commissioner B. Ednie that Sabrina Henderson be confirmed as a permanent administrator with the New Frontiers School Board as of January 1, 2025.

MOTION CARRIED, with Commissioner AM Yelle voting against.

Resolution #CC24-12-03-004

Recommendations for Permanence – Administrators on Probation

Whereas Carla Shaw will be completing her probationary period as an administrator, currently working as the Principal at Franklin & Hemmingford Elementary Schools; and whereas Ms Shaw has been evaluated during this period and has received a positive recommendation from the Director General, Mike Helm;

Therefore, on the recommendation of the Human Resources Standing Committee, it was moved by Commissioner B. Ednie that Carla Shaw be confirmed as a permanent administrator with the New Frontiers School Board as of January 1, 2025.

MOTION CARRIED unanimously.

Resolution #CC24-12-03-005

Approval of the List for Non-Payment of School Tax & Appointment of New Frontiers School Board Representative

Whereas, notwithstanding the New Frontiers School Board's (NFSB) protocols for sending repeated notices and reminders to property owners of taxable immovable property for payment of school tax to NFSB, there are still owners each year that remain in default of payment of school taxes; and whereas, according to article 339 of the Education Act of Quebec, we must prepare, before the beginning of November each year, the list of owners with taxes due on buildings which may be put up for sale for non-payment of school taxes; and whereas provisions within the Education Act, the Cities & Towns Act, and the Municipal Code of Quebec, provide that these statements of unpaid school taxes be approved by the Council of Commissioners; and

Resolution #CC24-12-03-005

Approval of the List for Non-Payment & Appointment of Representative cont'd

Whereas it is in the interest of NFSB, when deemed necessary, to ask the municipalities of our territory, to register NFSB as a creditor in the sale for non-payment of taxes, on the taxable immovables described in the approved statement of unpaid school taxes; and whereas it is necessary to appoint a representative of the NFSB in connection with any sale of buildings for non-payment of school taxes to the Regional County Municipalities of our territory;

Therefore, on the recommendation of the Operations Standing Committee, it was moved by Commissioner P. Stuckey that the Council of Commissioners of the New Frontiers School Board approve the statement of unpaid taxes; and that Terence Savoie, Director of Financial Services, be appointed as the representative of the NFSB in connection with any sale of buildings for non-payment of school taxes.

MOTION CARRIED unanimously.

Resolution #CC24-12-03-006

Adoption of Revised Policy BG “By-Law, Policy & Organizational Guide Development”

Whereas at its meeting of May 7, 2024, the Council of Commissioners identified Policy BG “By-Law, Policy & Organizational Guide Development” for review; and whereas the Council of Commissioners assigned the review to the Governance and Ethics Committee; and whereas the revised Policy BG underwent a formal consultation process;

Therefore, on the recommendation of the Governance and Ethics Committee, it was moved by Vice-Chair R. Ledoux that Policy BG “By-Law, Policy & Organizational Guide Development” be adopted as presented.

MOTION CARRIED unanimously.

Resolution #CC24-12-03-007

Establishment of Honorific Appointment Process of Commissioners Emeriti

Whereas, in order to recognize distinguished and exemplary service to the Council of Commissioners, it is proposed that the honorific appointment process and related criteria for Commissioners Emeriti be established by the Council of Commissioners of the New Frontiers School Board; and whereas the criteria for such appointments include the following: Based on the nature and scope of contributions made by a commissioner, on the recommendation of the Governance and Ethics Committee; After the completion of a commissioner’s term; In recognition of distinguished and exceptional service to the Council of Commissioners for a period of no less than 12 years; and be for an unlimited term to recognize, in perpetuity, exemplary service and dedication;

Therefore, on the recommendation of the Chair, and with the support of the Governance & Ethics Committee, it was moved by Vice-Chair R. Ledoux, that the Council of Commissioners establish an honorific appointment process of Commissioners Emeriti, with the following criteria: Based on the nature and scope of contributions made by a commissioner, on the recommendation of the Governance and Ethics Committee; After the completion of a commissioner’s term; In recognition of distinguished and exceptional service to the Council of Commissioners for a period of no less than 12 years; and, For an unlimited term to recognize, in perpetuity, exemplary service and dedication.

MOTION CARRIED unanimously.

Into Committee

On a motion by Vice-Chair R. Ledoux, the meeting moved into committee at 19:58 hours to discuss commissioners emeriti.

Out of Committee

On a motion by Commissioner L. Ferguson, the meeting moved out of committee at 20:13 hours.

Resolution #CC24-12-03-008

Appointments as Commissioners Emeriti

Whereas, in order to recognize distinguished and exemplary service to the Council of Commissioners, it is proposed that Mr. David D’Aoust and Mr. Abdul Pirani be appointed as Commissioners Emeriti of the New Frontiers School Board; Therefore, on the recommendation of the Chair, and with the support of the Governance and Ethics Committee, it was moved by Commissioner J. Largan that the Council of Commissioners appoint Mr. David D’Aoust and Mr. Abdul Pirani as Commissioners Emeriti.

MOTION CARRIED unanimously.

Standing Committee Reports from the Meetings of September 17 and November 19, 2024

Educational Services

The Chair, Commissioner K. Van Droffelaar, reported on the following items discussed at the meetings: List of PDIGs for 2024-2025; partnership with Tewatohnhi'saktha Kahnawà:ke's Economic Development Commission to offer Administrative Bootcamp; Phase 2 - STC Offensive Construction Carpentry partnership with Indigenous communities; Project COUD in Landscaping; Critical Thinking; training for Crisis Response Team; CVCEC student Terry Fox run/walk; Gault Institute and Howick Elementary grant and Literacy Night at Heritage.

Departure from Meeting

Vice-Chair R. Ledoux left the meeting room at 20:19 hours.

Human Resources

The Chair, Commissioner B. Ednie, reported on the following items discussed at the meetings: HRSC mandate presented for review; update on policies under review; Roles of Chair, Vice-Chair, Secretary; enrolment figures; draft of DG's APP; HRSC schedule and various staffing updates.

Return to Meeting

Vice-Chair R. Ledoux returned to the meeting room at 20:21 hours.

Departure from Meeting

Commissioner K. Crockett left the meeting room at 20:22 hours.

Operations

The Chair, Commissioner P. Stuckey, reported on the following items discussed at the meetings: Summer projects updates; Verkada system; Roles of Chair, Vice-Chair, Secretary; approved list of non-payment of school taxes; enrolment figures and procedures for allocation of resources.

Parents' Committee Report

The Chair, Commissioner J. Largan, reported on the meeting of November 7, 2024. Topics of discussion included daycare and bussing issues, communication concerns, criteria for the selection of the principal and its importance, PPO fundraising, professional development sessions for parents, and the Task Force on the Prevention of Bullying and Violence.

Return to Meeting

Commissioner K. Crockett returned to the meeting room at 20:26 hours.

Special Needs Advisory Committee Report

Commissioner B. Bourdeau reported on the meetings of October 10 and November 14, 2024, which took place on Teams. Some of the topics included filling positions on the committee, coding and what it means, how funding works, more about Individualized Education Plans (IEPs) and the notion of adapting vs modifying.

Transportation Advisory Committee

Commissioner P. Stuckey reported on the meeting of September 17, 2024. Topics included service interruptions, surveying parents regarding best communication practices, a review of Policy EEA, and special accommodations granted.

Governance & Ethics Committee

Chair J. Ryan reported on the meetings of September 23 and November 25, 2024, which took place online. Topics discussed included: observations from recent meetings: Netiquette and Rules of Order; Council meeting location and technology needs; Bills 21, 96, 40 and 23 updates; review of policies BDE "Committees of Council" and BG "Board By-Law, Policy and OG Development"; role of the Chair and Vice-Chair; November 26 Commissioner PD Session and proposals for commissioners emeriti.

Audit Committee

Commissioner L. Chouinard reported on the meeting of November 26, 2024, which took place on Teams. Topics included: the Risk Assessment Plan, the review of Policy DJD, financial performance, financial statements review, and renewal of the external auditor contract.

Healthy Eating & Active Living Committee

While Commissioner L. Chouinard is the commissioner representative, the first HEAL meeting took place in October during the blackout period; Ms J. Malowany provided the report. Topics included: healthy snacks, reviving school-level committees, and showcasing school activities.

New Business

There was no new business to discuss.

List of Disbursements

Commissioners were provided with the list of disbursements for the months of September, October and November 2024:

Chq Nbr	Chq Date	Paid To	Amount
240768	2024-09-30	DELL COMPUTER CORPORATION	21 730,27
240770	2024-09-30	DELL COMPUTER CORPORATION	15 935,55
240802	2024-09-30	CONSTRUCTION EMERY PAQUETTE INC.	194 389,82
240855	2024-09-30	LAGACE ELECTRIQUE INC.	20 498,89
241065	2024-09-30	AVOCATS LE CORRE & ASSOCIES, S.E.N.C.R.L. (LES)	22 529,12
241072	2024-09-30	C.S.S LA VALLEE-DES-TISSERANDS	10 148,57
241081	2024-09-30	EDITIONS CEC INC., LES	12 725,16
241097	2024-09-30	INSO - MONTREAL	32 427,57
241103	2024-09-30	MICRO ASSISTIVE TECH INC.	15 638,90
241131	2024-09-30	WOOD WYANT CANADA INC.	14 592,76
241145	2024-09-30	CONSTRUCTION COBOSS INC.	440 539,84
241146	2024-09-30	CONSTRUCTION EMERY PAQUETTE INC.	413 429,42
241147	2024-09-30	CONSTRUCTION LEGER ET FILS INC	361 291,69
241148	2024-09-30	HULICO INC,	214 545,59
241149	2024-09-30	SERVICES DE CARTES DESJARDINS	13 082,81
241174	2024-10-31	ERPI-EDITIONS DU RENOUVEAU PEDAGOGIQUE INC	24 595,56
241187	2024-09-30	LES COUVRE-PLANCHER PAUL A.LOISELLE ET FILS INC.	13 659,79
241201	2024-09-30	SHARING OUR STORIES	20 000,00
241216	2024-09-30	CHENELIERE EDUCATION INC.	16 706,32
241221	2024-09-30	ACIER VULCAN INC	29 026,78
241226	2024-09-30	BV COMMUNICATIONS	11 125,73
241236	2024-09-30	CONSTRUCTION J.P.ROY INC	18 428,19
241239	2024-09-30	CSSDGS	11 062,90
241241	2024-09-30	EDITIONS CEC INC., LES	11 980,71
241242	2024-09-30	EMCO CORPORATION	47 645,64
241251	2024-09-30	GRAND & TOY LIMITED	10 129,29
241254	2024-09-30	GROUPE LABERGE INC.	23 459,74
241259	2024-09-30	INSO - MONTREAL	50 892,55
241261	2024-09-30	LE GROUPE DE MAINTENANCE COUTURE INC.	18 281,03
241269	2024-09-30	MASSICOTTE DIGNARD TAILLEFER PATENAUDE	10 078,06
241271	2024-09-30	MICRO LOGIC	28 834,03
241279	2024-09-30	PLOMBERIE NOEL FREDETTE INC	21 575,06
241281	2024-09-30	PRECICOM TECHNOLOGIES INC	18 499,48
241286	2024-09-30	QUINCAILLERIE R. GAUTHIER INC.	21 135,36
241287	2024-09-30	R.S. D'AMOUR & FILS INC.	16 144,95
241292	2024-09-30	SCIENCE DU BATIMENT ALTA BUILDING SCIENCE INC.	22 422,70
241298	2024-09-30	SUMMIT SCHOOL	35 147,00
241299	2024-09-30	TECNIMA VL INC.	50 536,13
241305	2024-09-30	VOSS EXPERTS-CONSEILS INC.	11 356,61
241354	2024-10-31	737544 NB INC.	24 225,00
241371	2024-10-31	SERVICES DE CARTES DESJARDINS	21 659,43
241394	2024-10-31	ERPI-EDITIONS DU RENOUVEAU PEDAGOGIQUE INC	23 059,78
241401	2024-11-30	GROUPE C.F.S. INC.	36 078,93
241405	2024-10-31	J. DAGENAIS ARCHITECTE	13 190,51
241411	2024-11-30	LEARN QC	55 546,22
241414	2024-10-31	LES ENTREPRISES VENTEC INC.	366 703,57
241473	2024-10-31	C.S.S LA VALLEE-DES-TISSERANDS	10 148,57
241497	2024-10-31	IMP. RESSOURCES ILLIMITEES	10 149,53

241500	2024-10-31	INSO - MONTREAL	30 902,98
241521	2024-10-31	ROMCOBAT BATIMENTS INC	400 759,15
241526	2024-10-31	SERVICE DE CONSULTATION DE VALLEYFIELD INC.	16 395,44
241548	2024-10-31	INTERNATIONAL COACHING AND FACILITATION ALLIANCE LTD.	42 558,44
241561	2024-10-31	BOOM TOWN ATELIER D'ARCHITECTURE CONTEMPORAINE	13 959,52
241613	2024-10-31	CHENELIERE EDUCATION INC.	27 583,62
241628	2024-10-31	C.S.S LA VALLEE-DES-TISSERANDS	10 148,57
241637	2024-10-31	CONSTRUCTION LEGER ET FILS INC	28 370,08
241639	2024-10-31	COPICOM INC	16 133,70
241667	2024-10-31	MATERIAUX PONT MASSON INC.	22 069,58
241670	2024-10-31	NEW FRONTIERS ADMINISTRATORS	64 460,54
241686	2024-10-31	R.S. D'AMOUR & FILS INC.	102 225,16
241692	2024-10-31	SCIENCE DU BATIMENT ALTA BUILDING SCIENCE INC.	21 790,98
241693	2024-10-31	SECURITE QUENNEVILLE INC.	40 038,21
241713	2024-10-31	737544 NB INC.	88 820,00
241748	2024-11-30	SOCIETE DE L'ASSURANCE AUTOMOBILE DU QUEBEC	10 249,06
241761	2024-11-30	AVOCATS LE CORRE & ASSOCIES, S.E.N.C.R.L. (LES)	10 458,25
241766	2024-11-30	BV COMMUNICATIONS	11 180,61
241775	2024-11-30	CONSTRUCTIONS B. MARTEL INC.	30 353,41
241778	2024-11-30	EDITIONS CEC INC., LES	33 597,09
241804	2024-11-30	NEVE REFRIGERATION INC.	68 011,11
241813	2024-11-30	PLOMBERIE NOEL FREDETTE INC	10 862,05
241827	2024-11-30	SAVARD ARCHITECTE	13 729,60
241832	2024-11-30	SERRURIER HAVELOCK ENR.	11 888,23
241833	2024-11-30	SERVICE DE CONSULTATION DE VALLEYFIELD INC.	13 672,83
241836	2024-11-30	SUMMIT SCHOOL	118 876,80
241871	2024-11-30	GARLAND CANADA INC.	29 924,76
241892	2024-11-30	MOREAU JEAN-LOUIS	21 557,81
241921	2024-11-30	UNIVERUS SOFTWARE CANADA INC.	42 270,90
241924	2024-11-30	DELL COMPUTER CORPORATION	21 730,26
241944	2024-11-30	CONSTRUCTIONS VALRIVE	410 376,24
241945	2024-11-30	SERVICES DE CARTES DESJARDINS	25 588,88
241961	2024-11-30	ALPHA VICO INC.	15 967,74
241966	2024-11-30	BCGO S.E.N.C.R.L.	42 540,75
241982	2024-11-30	CONSTRUCTIONS B. MARTEL INC.	440 398,71
241987	2024-11-30	ECOLE PETER HALL SCHOOL INC.	208 416,30
241992	2024-11-30	EPIQUE PROGRAMS AND TRAINING	25 260,01
242003	2024-11-30	GRICS	31 159,33
242004	2024-11-30	GROUPE LABERGE INC.	13 230,12
242025	2024-11-30	NEVE REFRIGERATION INC.	92 276,58
242057	2024-11-30	THERAPIE KIDDO ACTIVE THERAPY POINTE CLAIRE	13 965,00
242067	2024-11-30	INTERNATIONAL BACCALAUREATE ORGANIZATION	46 519,66
242148	2024-12-31	SANIDEPOT	15 477,57
242169	2024-11-30	J. DAGENAIS ARCHITECTE	11 248,58
242174	2024-11-30	TEACHING SOLUTIONS SOFTWARE	44 575,24
242176	2024-11-30	DELL COMPUTER CORPORATION	12 325,31
242179	2024-11-30	PLOMBERIE NOEL FREDETTE INC	125 497,89

Correspondence

There was no correspondence received.

Unfinished Business / Business Arising / General Order

There was no unfinished business or business arising to discuss.

Second Public Question Period

There were no members of the public in attendance.

Adjournment

There being no further business, the meeting was closed at 20:42 hours on a motion by Commissioner L. Ferguson.

MOTION CARRIED unanimously.

John Ryan
Chair

Joyce Donohue
Secretary General