



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

held in the Staff Lounge at the New Frontiers School Board offices, 214 McLeod, Chateauguay, Quebec, on **Tuesday, May 7, 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
- Brenda Bourdeau, Commissioner representing the Special Needs Advisory Committee
- Kenneth Crockett, Electoral Division #4
- Barbara Ednie, Electoral Division #9
- Lorne Ferguson, Commissioner representing Parents, Elementary Level
- Jennifer Largan, Commissioner representing Parents at Large
- Dianne McKell Eastwood, Electoral Division #7
- Abdul Pirani, Electoral Division #6
- Caleigh Saucier, Commissioner representing Parents, Secondary Level, on Teams
- Connor Stacey, Electoral Division #10
- Peter Stuckey, Electoral Division #8
- Joy Thomas, Electoral Division #5
- Karin Van Droffelaar, Electoral Division #2

Absent:

- Lina Chouinard, Electoral Division #3

Also in attendance:

- Mike Helm, Director General
- Joyce Donohue, Assistant Director General & Secretary General
- Kara Johnstone, Director of Systems & Information Technology
- Chantal Martin, Director of Continuing Education
- Cuthbert McIntyre, Director of Human Resources
- Terence Savoie, Director of Financial Services
- James Walker, Director of Educational Services
- Luisa Benvenuti, Manager of Administrative & Communication Services
- Sandra Grant, New Frontiers Administrators' Association Representative
- Bonnie Gilmour, President, SEPB Local 576, on Teams

Call to Order & Opening Remarks

The Chair opened this 346th meeting at 19:03 hours and welcomed members, including the NFAA representative, Ms S. Grant, and the SEPB President, Ms B. Gilmour, who was present via Teams.

Recognition Statement

Commissioner A. Pirani 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 adopted as presented on a motion by Commissioner J. Largan.

MOTION CARRIED unanimously.

Waiver – Reading of the Minutes of 2024-04-02

The reading of the minutes of the regular meeting of 2024-04-02 was waived on a motion by Commissioner J. Largan.

MOTION CARRIED unanimously.

Adoption of the Minutes of 2024-04-02

It was moved by Commissioner L. Ferguson that the minutes of the meeting of 2024-04-02 be adopted as presented.

MOTION CARRIED unanimously.

Public Question Period

There were no questions from members of the public.

2024-25 Meeting Dates

Resolution #CC24-05-07-001

Council of Commissioners

On the recommendation of the Chair, it was moved by Commissioner J. Largan that the August 6, 2024 Council meeting be cancelled to allow for the summer holiday period; and that the January 7, 2025 Council meeting be cancelled due to the proposed cancellation of the December 17 Standing Committee meetings; and that the March 4, 2025 Council meeting be delayed to the second Tuesday (March 11) to accommodate the March break; and that the July 1, 2025 Council meeting be advanced to Wednesday, June 25, 2025 to accommodate for the holiday and the adoption of the 2025-2026 budget; and that the location of the regular Council meetings for the 2024-2025 school year, be moved to Howard S. Billings Regional High School, 210 McLeod, Chateaugay (Library); and that public notices be published accordingly.

MOTION CARRIED unanimously.

Resolution #CC24-05-07-002

Standing Committees

On the recommendation of the Chair, it was moved by Commissioner B. Bourdeau that the July 16, 2024 standing committee meetings be cancelled to allow for the summer holiday period; and that the December 17, 2024 meetings be cancelled to accommodate activities and events taking place around the holiday season.

MOTION CARRIED unanimously.

Chair's Report

The Chair presented his report, which will be available in the Governance folder. The following topics were discussed: school visits with local MNAs, students and the arts, bill updates, upcoming meeting dates, and the fundraising success of two of our schools (Howick and CVR) regarding the Terry Fox Run.

Executive Committee

The next meeting of the Executive Committee will take place on May 14, 2024, at 16:30 hours on Teams.

Departure from Meeting

Commission C. Saucier, attending on Teams, was off-camera, at 19:25 hours.

Resolution #CC24-05-07-003

Identification of Policy BDE "Committees of Council" for Revision

Whereas School Board Policy BDE "Committees of the Council of Commissioners" has not been reviewed since 2015; and whereas it would be important to ensure this policy is in line with current practices and processes; Therefore, on the recommendation of the Director General, it was moved by Commissioner P. Stuckey that School Board Policy BDE "Committees of the Council of Commissioners" be identified for review; and that Policy BDE be referred to the Governance & Ethics Committee to undertake said review.

MOTION CARRIED unanimously.

Resolution #CC24-05-07-004

Identification of Policy BG "Board By-Law, Policy, OG Development" for Revision

Whereas School Board Policy BG "Board By-Law, Policy & Organizational Guide Development" has not been reviewed since 2010; and whereas it would be important to ensure this policy is in line with best practices and current processes; Therefore, on the recommendation of the Director General, it was moved by Vice-Chair R. Ledoux that School Board Policy BG "Board By-Law, Policy & Organizational Guide Development" be identified for review; and that Policy BG be referred to the Governance & Ethics Committee to undertake said review.

MOTION CARRIED unanimously.

Return to Meeting

Commissioner C. Saucier, attending on Teams, returned on camera, at 19:31 hours.

Resolution #CC24-05-07-005

Identification of Policy JIBA “Student Democracy” for Revision

Whereas School Board Policy JIBA “Student Democracy” has not been reviewed since 2015; and whereas it would be important to ensure this policy is in line with best practices and current processes;

Therefore, on the recommendation of the Director General, it was moved by Commissioner B. Bourdeau that School Board Policy JIBA “Student Democracy” be identified for review; and that Policy JIBA be referred to the Educational Services Standing Committee to undertake said review; and that the Governance & Ethics Committee be consulted throughout the process, as necessary.

MOTION CARRIED unanimously.

Departure from Meeting

Commissioner C. Saucier, attending on Teams, was off-camera, at 19:33 hours.

Resolution #CC24-05-07-006

Repeal of Policy CD “Advisory Management Committee”

Whereas the Administrative Council has undertaken a review of existing policies of the New Frontiers School Board; and whereas the Administrative Council will be preparing a review cycle for existing policies; and whereas the Administrative Council has identified several policies that can be immediately repealed, either because they are no longer required or because their contents will be reviewed and reproduced via other School Board documentation, including: Policy CD: Advisory Management Committee;

Therefore on the recommendation of the Director General, it was moved by Commissioner L. Ferguson that the Council of Commissioners approves the immediate repeal of Policy CD “Advisory Management Committee”.

MOTION CARRIED unanimously.

Resolution #CC24-05-07-007

Adoption of Policy EHB “Archives”

Whereas the School Board’s “Law 25: Access to Information and Protection of Personal Information (Information Security)” Committee was established last year; and whereas this Committee had identified certain policies that may require updating in order to be in conformity with the requirements of the *Act respecting Access to documents held by public bodies and the Protection of Personal Information (“ARA”)*, the *Act respecting the governance and management of the information resources of public bodies and government enterprises*, and the *Directive gouvernementale sur la sécurité de l’information*; and whereas the New Frontiers School Board’s current Policy EHB “Records Retention and Management” required updating to be in compliance with the aforementioned acts and directive; and whereas the revised Policy EHB was renamed and underwent a formal consultation process;

Therefore, on the recommendation of the Law 25 Information Security Committee, it was moved by Commissioner K. Van Droffelaar that the Policy EHB “Archives” be adopted as presented.

MOTION CARRIED unanimously.

Return to Meeting

Commissioner C. Saucier, attending on Teams, returned on camera at 19:36 hours.

Resolution #CC24-05-07-008

Adoption of Policy EH “Information Security & Privacy”

Whereas the *Act respecting Access to documents held by public bodies and the Protection of Personal Information (“ARA”)*, the *Act respecting the governance and management of the information resources of public bodies and government enterprises*, and the *Directive gouvernementale sur la sécurité de l’information* imposed obligations on educational institutions in their capacity as public bodies; and whereas the New Frontiers School Board’s current Policy EF “Information Security” required updating to be in compliance with the aforementioned acts and directive; and whereas, on February 6, 2024, Policy EF was referred to the Law 25 Information Security Committee, chaired by the Secretary General, to undertake said updating; and whereas the revised Policy EF underwent a formal consultation process; and whereas it is recommended that the coding of this policy be changed from EF to EH;

Therefore, on the recommendation of the Law 25 Information Security Committee, it was moved by Commissioner B. Ednie that Policy EH “Information Security & Privacy” be adopted as presented.

MOTION CARRIED unanimously.

Resolution #CC24-05-07-009

Recommendations from the Resource Allocation Committee

Whereas the 2023-2024 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 2023-2024 RAC is making the following recommendations to the Council of Commissioners for the 2024-2025 school year:

Operational and Educational Capital Budgets - Youth Sector

- Increase operational allocations by 3%.
- Increase capital allocations by 3%.

Holdbacks

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

- Financial Services provides a detailed account to RAC in 2024-2025.
- Finance will ensure to email all principals a reminder of the process.
- Initial requests reviewed by RAC at their first meeting of 2024-2025.
- 100% replacement for sick leave with re-evaluation in December/January 2024-2025.
- Measure 15312 will now be managed centrally and provide external consulting services to each school.

Four-Year-Old Kindergarten

Centralize management of Measure 11023, same as previous year.

Daycare Chargebacks

Increase from 4% to 8% for 2024-2025.

Measure 15313 – Learning Centres

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 – Support to Students with Ministry Codes

Hire an Inclusive Education Consultant (special needs), same as in the previous year; managed centrally, shared by all schools.

All remaining Youth Measures

All new protected or dedicated measures be allocated using the funding method of the Ministry of Education for the school board.

Protected & Dedicated Measures - Adult Sector

That all Adult measures be allocated using the enrollment as consulted on with the adult sector. Fixed allocations will be used with some measures to support smaller centres.

School Surpluses

In accordance with Article 193.4 of the Education Act, the Resource Allocation Committee recommends that all surpluses go towards the school operations and Ed capital budget and are part of the 3% increase for 2024-2025.

Therefore it was moved by Commissioner P. Stuckey that the Council of Commissioners accept the recommendations made by the 2023-2024 Resource Allocation Committee for the 2024-2025 school year.

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: sporting events, administrative staffing, enrolment figures, professional development, school field trips, various employee leaves, cybersecurity information, and student stories.

Continuing Education Calendars 2024-25

Resolution #CC24-05-07-010

Adult General Education Calendar 2024-2025

Whereas negotiations have been concluded with the Chateauguay Valley Teachers' Association on the establishment of the 2024-2025 school calendar for the Adult General Education sector; and whereas the proposed 2024-2025 calendar provides for two hundred (200) working days for teachers, between July 1, 2024 and June 30, 2025; and whereas the proposed calendar provides for a Christmas break to extend from December 23, 2024 to January 3, 2025, inclusively; and whereas the proposed calendar provides for a March break to extend from March 3 to March 7, 2025, inclusively for the adult education sector;

Therefore, on the recommendation of the Educational Services Standing Committee, it was moved by Commissioner K. Van Droffelaar that the Council of Commissioners approves the 2024-2025 school calendar for the Adult General Education sector, as presented.

MOTION CARRIED unanimously.

Resolution #CC24-05-07-011

Vocational Education Calendar 2024-2025

Whereas negotiations have been concluded with the Chateaugay Valley Teachers' Association on the establishment of the 2024-2025 school calendar for the Vocational Education sector; and whereas the proposed 2024-2025 calendar provides for two hundred (200) working days for teachers, between July 1, 2024 and June 30, 2025; and whereas the proposed calendar provides for a Christmas break to extend from December 23, 2024 to January 3, 2025, inclusively; Therefore, on the recommendation of the Educational Services Standing Committee, it was moved by Commissioner K. Van Droffelaar that the Council of Commissioners approves the 2024-2025 school calendar for the Vocational Education sector, as presented.

MOTION CARRIED unanimously.

Resolution #CC24-05-07-012

Adoption of Policy IKE "Promotion of Students from One Cycle to the Next"

Whereas the Council of Commissioners identified the creation of a policy on the promotion of students from one cycle to the next; and whereas the information on promotion of students was previously contained within Policy IKA - Evaluation of Student Learning & Promotion – Youth Sector; and whereas Policy IKA was opened for review with the purpose of creating a standalone policy on promotion; and whereas the creation of the policy on the promotion of students was referred to the Educational Services Standing Committee for development; and whereas the new policy on the promotion of students, Policy IKE, has gone through a formal consultation process; Therefore, on the recommendation of the Educational Services Standing Committee, it was moved by Commissioner K. Van Droffelaar that Policy IKE "Promotion of Students from One Cycle to the Next" be adopted as presented; and that Policy IKA "Evaluation of Student Learning & Promotion – Youth Sector" be amended, as presented, featuring the removal of the elements related to promotion.

MOTION CARRIED unanimously.

Resolution #CC24-05-07-013

Repeal of Policy JLIF "Ice Rink Safety"

Whereas the Administrative Council has undertaken a review of existing policies of the New Frontiers School Board; and whereas the Administrative Council will be preparing a review cycle for existing policies; and whereas the Administrative Council has identified several policies that can be immediately repealed, either because they are no longer required or because their contents will be reviewed and reproduced via other School Board documentation; and whereas Policy JLIF "Ice Rink Safety" has been identified for repeal because an organizational guide will be created to support more comprehensive school yard safety procedures; Therefore, on the recommendation of the Educational Services Standing Committee, it was moved by Commissioner K. Van Droffelaar that the Council of Commissioners approves the repeal of New Frontiers School Board Policy JLIF "Ice Rink Safety".

MOTION CARRIED unanimously.

Resolution #CC24-05-07-014

2024-2025 Administrative Structure

It was moved by Commissioner B. Ednie that the administrative structure for the 2024-25 school year remain as is, with the exception of the removal of the position of "Conseil Cadre".

MOTION CARRIED unanimously.

Resolution #CC24-05-07-015

Three-Year Plan of the Allocation & Destination of Immovable Property

Whereas the Board's "Three-Year Plan of the Allocation & Destination of Immovable Property" (Plan) is adopted annually by the Council of Commissioners; and whereas enrolment figures and building capacities have been updated; and whereas the consultation has been done in accordance with the Education Act, in that the Parents' Committee has reviewed and supports the Plan; and whereas the Operations Standing Committee, at its meeting of April 16, 2024, has reviewed and approved the Plan as deposited;

Therefore, on the recommendation of the Operations Standing Committee it was moved by Commissioner D. McKell Eastwood that the New Frontiers School Board adopt the Board's "Three-Year Plan of the Allocation & Destination of Immovable Property" for the 2024-25, 2025-26, and 2026-27 school years as presented; and that such Plan remain subject to review on an annual basis.

MOTION CARRIED unanimously.

Resolution #CC24-05-07-016

Repeal of Policy DI “Financial Planning, Accounting & Reporting”

Whereas the Administrative Council has undertaken a review of existing policies of the New Frontiers School Board; and whereas the Administrative Council will be preparing a review cycle for existing policies; and whereas the Administrative Council has identified several policies that can be immediately repealed, either because they are no longer required or because their contents will be reviewed and reproduced via other School Board documentation; and whereas this includes Policy DI “Financial Planning, Accounting & Reporting”, as its contents are already included in other documentation;

Therefore on the recommendation of the Operations Standing Committee, it was moved by Commissioner D. McKell Eastwood that the Council of Commissioners approves the repeal of New Frontiers School Board Policy DI “Financial Planning, Accounting & Reporting”.

MOTION CARRIED unanimously.

Resolution #CC24-05-07-017

Paving Project – Howard S. Billings Regional High School

Whereas the Ministry of Education has provided the New Frontiers School Board with funds within the measure “Maintien des bâtiments” from the 2023-2024 school year for the following project “Paving and Cement Refurbishment, Phase I” at Howard S. Billings High School; and whereas the professionals (architects and engineers) were given a mandate to prepare plans and specifications for said project; and whereas five tenders were received:

Company	Bid (excluding taxes)
LES ENTREPRISES VENTEC INC.	\$499 400.00
CLAUDE POIRIER EXCAVATION INC.	\$567 418.43
CONSTRUCTIONS VALRIVE INC.	\$656 258.00
LES ENTREPRISES MICHAUDVILLE INC.	\$674 804.25
ROSS AND ANGLIN LIMITÉE	\$737 718.00

Whereas sealed tenders for the above-mentioned project were opened publicly on March 28, 2024, in the presence of Commissioner Lina Chouinard; Léopold Hatungimana, Manager of Material Resources; Stéphane Laliberté, Manager of Material Resources; Petya Nikolova, Finance Officer; and Holly Sarazin, Administrative Technician of Material Resources; and whereas after analyzing the bids, the professionals have determined that the lowest conforming bidder, before taxes, is Les Entreprises Ventec Inc. for \$499 400.00; and whereas there are sufficient funds within the measure “Maintien des bâtiments” for the 2023-2024 school year for this project;

Therefore, on the recommendation of the Operations Standing Committee, it was moved by Commissioner D. McKell Eastwood that the Council of Commissioners authorizes the Director General or, in his absence, the Assistant Director General, to sign a contract with Les Entreprises Ventec Inc. for the project “Paving and Cement Refurbishment, Phase 1” at Howard S. Billings High School, for an amount before taxes of \$499 400.00.

MOTION CARRIED unanimously.

Standing Committee Reports from the Meetings of April 16, 2024

Educational Services

The Chair, Commissioner K. Van Droffelaar, reported on the following items discussed at the meeting: CCQ Training, FSL Transition Meeting, NEST, daycares update, student stories, and CLC highlights.

Human Resources

The Chair, Commissioner B. Ednie, reported on the following items discussed at the meeting: update on policies under review, enrolment figures, and administrative staffing 2024-25.

Operations

The Chair, Commissioner D. McKell Eastwood, reported on the following items discussed at the meeting: enrolment figures, presentation of government’s new methodology to rate infrastructure, repeal of Policy DI, Three-Year Plan, financial status, hiring of students, and phone system update.

Parents’ Committee Report

The Chair, Commissioner J. Lagan, reported on the meeting of April 10, 2024, which took place in the HSB Library and on Teams; the next meeting will take place on June 5, 2024. Topics discussed in April included: Three-Year Plan, ped day for next year for daycare educators, leftover funds split in two – final meeting supper and food baskets from IGA for each school for their families, PPO fundraising and handbook.

Special Needs Advisory Committee Report

Commissioner B. Bourdeau reported on the meeting of April 24, 2024, which took place at Howick Elementary School. Stephanie Swinburne, Occupational Therapist from KiddoActive presented on self-regulation and anxiety in teens, highlighting “silent” methods that can be practiced when needed.

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 2024:

Chq Nbr	Chq Date	Paid To	Amount
233497	4/11/2024	BERIAULT, PREVENTION ET REGLEMENT DES DIFFERENDS INC.	13,177.00
233541	4/11/2024	NEDWORKS/NOEL BURKE	14,371.88
233559	4/11/2024	SPORT OLYMPIA	20,120.62
233585	4/11/2024	AVOCATS LE CORRE & ASSOCIES, S.E.N.C.R.L. (LES)	14,055.69
233586	4/11/2024	AXXYS CONSTRUCTION	67,311.26
233598	4/11/2024	COPICOM INC	19,377.05
233619	4/11/2024	NSW CONTROLE INC.	18,631.70
233626	4/11/2024	PLOMBERIE NOEL FREDETTE INC	34,811.42
233636	4/11/2024	SECURITE QUENNEVILLE INC.	22,775.39
233649	4/11/2024	THERAPIE KIDDO ACTIVE THERAPY POINTE CLAIRE	11,632.03
233652	4/11/2024	VOYAGES RECREATION URBAINE INC	18,292.00
233686	4/17/2024	BV COMMUNICATIONS	15,098.92
233687	4/19/2024	SERVICES DE CARTES DESJARDINS	19,243.52
233710	4/25/2024	CONSTRUCTIONS B. MARTEL INC.	10,462.73
233712	4/25/2024	ECOLE PETER HALL SCHOOL INC.	69,251.88
233721	4/25/2024	GIANT STEPS SCHOOL	12,113.20
233737	4/25/2024	LES ENTREPRISES MCCLINTOCK	21,653.64
233743	4/25/2024	MICRO LOGIC	517,000.92
233750	4/25/2024	PAVAGES ULTRA INC.(LES)	37,826.78
233756	4/25/2024	R.S. D'AMOUR & FILS INC.	29,078.01
233766	4/25/2024	SUMMIT SCHOOL	56,717.50
233841	4/23/2024	CONSTRUCTIONS B. MARTEL INC.	115,544.69
233842	4/23/2024	SCOLAGO INNOVATION INC	10,384.08

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 questions from members of the public.

Adjournment

There being no further business, the meeting was closed at 20:26 hours on a motion by Commissioner B. Ednie.

MOTION CARRIED unanimously.

John Ryan
Chair

Joyce Donohue
Secretary General