



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, Chateauguy, Quebec, on **Tuesday, October 3, 2023**, 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
- Lina Chouinard, Electoral Division #3
- Kenneth Crockett, Electoral Division #4
- Barbara Ednie, Electoral Division #9
- Lorne Ferguson, Commissioner representing Parents, Elementary Level
- Jennifer Largan, Commissioner representing Parents at Large
- Abdul Pirani, Electoral Division #6
- Connor Stacey, Electoral Division #10
- Peter Stuckey, Electoral Division #8
- Joy Thomas, Electoral Division #5
- Karin Van Droffelaar, Electoral Division #2
- Caleigh Saucier, Commissioner representing Parents, Secondary Level, arrived at 19:05 hours

Absent:

- Dianne Eastwood, Electoral Division #7, with regrets

Also in attendance:

- Mike Helm, Director General
- Joyce Donohue, Assistant Director General & Secretary General
- Eric Colbert, Director of Material Resources
- 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 Services & Communications
- Serge Dubuc, NFAA Representative
- Rob Buttars, Administrator on Assignment

Call to Order & Opening Remarks

The Chair opened the meeting at 19:00 hours, and welcomed members to the meeting, noting how warm the weather continues to be. Mr Dubuc was welcomed to the table as the NFAA Representative, along with Mr Buttars, the Administrator on Assignment to work on the Commitment to Success Plan. Ms Kara Johnstone, the Director of Systems & Information Technology Systems, was welcomed to the table as a newly appointed Director of the School Board; the chair apologized for not doing so at the September meeting. All members of the Administrative Council were acknowledged by the Chair for their dedication.

Recognition Statement

Commissioner C. Stacey 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.

Passing of Nova Student

Chair J. Ryan acknowledged the passing of Tsótewe Stacey, an 18-year-old student in the Nova Secretarial Studies Program. Condolences were expressed to Tsótewe's family, friends, classmates, and the community of Kahnawake. A card has been sent to the family on behalf of the New Frontiers School Board.

Adoption of the Agenda

The agenda was adopted as presented on a motion by Commissioner B. Ednie.

MOTION CARRIED unanimously.

Waiver – Reading of the Minutes of 2023-09-05

The reading of the minutes of the regular meeting of 2023-09-05 was waived on a motion by Commissioner L. Chouinard.

MOTION CARRIED unanimously.

Adoption of the Minutes of 2023-09-05

It was moved by Commissioner J. Largan that the minutes of the meeting of 2023-09-05 be adopted as presented.

MOTION CARRIED unanimously.

Public Question Period

There were no members of the public present.

Resolution #CC23-10-03-001

Formation of Governance & Ethics Committee

Whereas the Council of Commissioners has established a Governance & Ethics Committee; and whereas the Governance & Ethics Committee is composed of five commissioners, selected annually, to include the Chair of the Council of Commissioners, one commissioner representing parents, and one commissioner representative from each of the three standing committees; and whereas, at their meetings of September 19, 2023, each standing committee selected their member;

Therefore it was moved by Commissioner K. Van Droffelaar that the following commissioners be appointed to the New Frontiers School Board Governance & Ethics Committee for the 2023-24 school year: John Ryan, Chair; Connor Stacey, representing Educational Services; Barbara Ednie, representing Human Resources; Dianne McKell Eastwood, representing Operations; Lorne Ferguson, representing the Parents' Committee; and that the Director General will participate as an ex-officio member; and that the Secretary General will serve as a resource to the Governance & Ethics Committee.

MOTION CARRIED unanimously.

Resolution #CC23-10-03-002

Formation of Audit Committee

Whereas in accordance with article 193.1 of the Education Act the Council of Commissioners must establish an Audit Committee; and whereas the Audit Committee is in place to establish internal financial controls and to see to the optimal use of school board resources; and whereas the New Frontiers School Board Audit Committee includes one commissioner from each of the three standing committees; and whereas, at their meetings of September 19, 2023, each standing committee selected their member;

Therefore, it was moved by Commissioner B. Ednie that the following commissioners be appointed to the New Frontiers School Board Audit Committee: Karin Van Droffelaar, representing Educational Services; Lina Chouinard, representing Human Resources; and Caleigh Saucier, representing Operations.

It was noted that two administrative representatives are named to this committee by the Director General. For the 2023-2024 school year, Kara Woods will serve as the representative from the Adult Education sector, and Christine Corbett will represent the Youth Education sector; the Director of Finance, Terence Savoie, serves as the resource person to the Audit Committee.

MOTION CARRIED unanimously.

Chair's Report

The Chair presented his report, which will be available in the Governance folder.

Executive Committee

The next meeting of the Executive Committee will take place on October 10, 2023, at 4:30 pm on Teams; the meeting kit will be available by the end of the week.

Resolution #CC23-10-03-003

Commitment to Success Plan 2023-2027

Whereas, at the special meeting of June 27, 2023, Council adopted the Vision, Mission, and Value Statements for the New Frontiers School Board; and whereas, at that same meeting, three orientations were also adopted that would form part of the School Board's Commitment to Success Plan (CTSP) for 2023 to 2027; and whereas, in accordance with the Quebec Ministry of Education's timeline to submit draft CTSPs, the New Frontiers School Board submitted their plan on July 14, 2023; and whereas, the Director General, following a thorough consultative process, has since completed this final draft CTSP for submission to the Quebec Ministry of Education; Therefore, it was moved by Vice-Chair R. Ledoux that the Council of Commissioners adopt the updated version of the New Frontiers School Board's Commitment to Success Plan 2023-2027; and that the updated plan be submitted to the Ministry as required.

MOTION CARRIED unanimously.

Resolution #CC23-10-03-004

Motion of Appreciation – Commitment to Success Plan Working Team

It was moved by Commissioner L. Chouinard that an expression of appreciation and gratitude be sent, on behalf of the Council of Commissioners, to all the members of the working team who put together the Commitment to Success Plan 2023-2027. Their hard work and dedication are greatly appreciated.

MOTION CARRIED unanimously.

Director General's Report

The Director General presented his report, which will be available in the Governance folder.

Resolution #CC23-10-03-005

Call for Projects

Whereas the Continuing Education Department of the New Frontiers School Board would like to submit a funding application to the *Secrétariat à la condition féminine* as part of their Call for Projects 2023-2024 - "*Mise en oeuvre d'actions spécifiques en matière d'égalité entre les femmes et les hommes*", in support of the project entitled: "Exploration Tool Cases/Coffres à outils d'exploration"; and whereas the funding application requires a motion from the Council of Commissioners to authorize the Director to submit the funding application in support of the project and to appoint a signatory to the funding agreement should the application be successful;

Therefore, on the recommendation of the Educational Services Standing Committee, it was moved by Commissioner K. Van Droffelaar that the Director of the Continuing Education Department of the New Frontiers School Board be authorized to submit a funding application to the *Secrétariat à la condition féminine* as part of the Call for Projects 2023-2024 - "*Mise en oeuvre d'actions spécifiques en matière d'égalité entre les femmes et les hommes*", in support of the project entitled "Exploration Tool Cases/Coffres à outils d'exploration"; and that, should the funding application be successful, the Director of Continuing Education be further authorized to sign any funding agreement and associated documentation on behalf of the New Frontiers School Board.

MOTION CARRIED unanimously.

Standing Committee Reports from the Meetings of September 19, 2023

Educational Services

The Chair, Commissioner K. Van Droffelaar provided an update on the holding of governing board meetings, common formative assessments, the promotion policy being worked on, and the recent pedagogical day dedicated to Individualized Education Plans. There was also a presentation by Caroline Bouchard and Melanie Robidoux on outdoor play and outdoor classrooms; the PROCEDE Conference will be taking place as of October 19, 2023.

Human Resources

The Chair, Commissioner B. Ednie indicated that there had been a good discussion surrounding the Committee's priority for this year. They also discussed negotiations and contract renewals. Commissioners B. Ednie and L. Chouinard were named to serve on the Professional Relations Committee with the New Frontiers Administrators' Association.

Operations

The Chair, Commissioner J. Thomas reviewed the items on the agenda, including some service contracts, and each of the director's reports.

Parents' Committee Report

Commissioner J. Largan reported on the meeting of September 28, 2023, at which elections were held. Anne-Marie Yelle is the Vice-Chair; J. Largan will continue as Chair and Commissioner C. Saucier is the representative to the English Parents' Committee Association. Some of the topics discussed included governing board training session, the various methods of communications within the schools that is difficult for parents, a transportation issue, and the various fundraising events already underway. It was also noted that the Parents' Committee has all seats filled.

Special Needs Advisory Committee Report

Commissioner B. Bourdeau reported on the SNAC meeting of September 27, at which elections were held. Anne-Marie Yelle is Chair and Cindy Dominguez is the Vice-Chair. There were many parents in attendance, many sharing their stories. Meeting locations are being established. The hiring of a Social Worker at Howard S. Billings High School is greatly appreciated. There is some website information to update, and last year's Parent Handbook will be promoted this year.

Governance & Ethics

The Chair, Commissioner B. Ednie, reported on their meeting of September 18, 2023, which took place on Teams, and included the implementation of corporate email signatures for commissioners. Bills 23 and 40 were discussed, along with the Council meeting location and technology needs. The 2022-23 annual report of the committee will be finalized shortly and provided to all commissioners. Governance & Ethics will be supporting the Executive Committee with the task of assigning commissioners to their working committees.

New Business

There was no new business to discuss.

List of Disbursements

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

Chq Nbr	Chq Date	Paid To	Amount
230691	9/11/2023	INTERNATIONAL BACCALAUREATE ORGANIZATION	16,694.29
230692	9/11/2023	CONSTRUCTIONS B. MARTEL INC.	23,497.46
230693	9/11/2023	PLOMBERIE NOEL FREDETTE INC	135,710.74
230694	9/11/2023	ROMCOBAT BATIMENTS INC	644,478.57
230695	9/12/2023	RBC DIRECT IN	40,000.00
230712	9/14/2023	EXCAVATION PASCAL BEAULIEU INC	15,924.04
230727	9/14/2023	LES COUVRE-PLANCHER PAUL A.LOISELLE ET FILS INC.	14,628.14
230761	9/14/2023	DELL COMPUTER CORPORATION	101,594.22
230766	9/14/2023	NOVEXCO/ HAMSTER	10,091.34
230777	9/14/2023	AVOCATS LE CORRE & ASSOCIES, S.E.N.C.R.L. (LES)	19,039.86
230789	9/14/2023	COMPUGEN INC	15,640.10
230793	9/14/2023	EDITIONS CEC INC., LES	17,784.50
230794	9/14/2023	EMCO CORPORATION	14,870.68
230798	9/14/2023	G.M. FOURNIER INC.	15,372.80
230802	9/14/2023	GROUPE GESFOR POIRIER PINCHIN INC.,LE	19,545.75
230809	9/14/2023	LAGACE ELECTRIQUE INC.	21,874.00
230831	9/14/2023	SAVARD ARCHITECTE	12,409.02
230854	9/15/2023	9072-0103 QUEBEC INC.	10,415.85
230855	9/15/2023	AUTOBUS RACINE LTEE	11,018.08
230856	9/15/2023	AUTOBUS ROLAND LEDUC INC.	125,805.12
230857	9/15/2023	AUTOBUS TRANSCO (1988) INC.	25,137.66
230859	9/15/2023	CIE TRANSBUS (1986) INC.	16,824.21
230861	9/15/2023	RO-BUS INC.	82,328.27
230862	9/15/2023	TRANSPORT P.M.D. BRAULT INC.	24,313.87
230875	9/19/2023	SERVICES DE CARTES DESJARDINS	12,993.91
230878	9/20/2023	CONSTRUCTIONS J. BOULAIS INC.	316,451.79
230882	9/30/2023	9072-0103 QUEBEC INC.	10,415.85
230883	9/30/2023	AUTOBUS RACINE LTEE	11,018.08
230884	9/30/2023	AUTOBUS ROLAND LEDUC INC.	125,805.12
230885	9/30/2023	AUTOBUS TRANSCO (1988) INC.	26,402.39
230887	9/30/2023	CIE TRANSBUS (1986) INC.	16,824.21
230889	9/30/2023	RO-BUS INC.	82,328.28
230890	9/30/2023	TRANSPORT P.M.D. BRAULT INC.	24,322.20

230903	9/28/2023	C.S.S LA VALLEE-DES-TISSERANDS	31,123.63
230924	9/28/2023	GROUPE MINOV INC	27,580.94
230936	9/28/2023	MANOIR D'YOUVILLE	13,572.00
230938	9/28/2023	MASSICOTTE DIGNARD TAILLEFER PATENAUDE	24,383.39
230950	9/28/2023	PRIEST	12,793.50
230962	9/28/2023	SECURITE QUENNEVILLE INC.	10,765.12
230968	9/28/2023	TC. MEDIA LIVRES INC.	15,457.88
230969	9/28/2023	TECNIMA VL INC.	34,068.25
230977	9/28/2023	WOOD WYANT CANADA INC.	10,042.26
230992	9/28/2023	ERPI-EDITIONS DU RENOUVEAU PEDAGOGIQUE INC	35,864.64
231029	9/28/2023	DELL COMPUTER CORPORATION	70,323.32

Correspondence

There was no correspondence received.

Unfinished Business / Business Arising / General Order:

St Willibrord School Questions

The insect nest has been removed from the school yard. A protocol for locking the gate is being established. The door that was vandalized is back-ordered and may not be in until the end of November.

Second Public Question Period

There were no members of the public present.

Adjournment

There being no further business, the meeting was closed at 20:46 hours on a motion by Commissioner L. Chouinard.

MOTION CARRIED unanimously.

John Ryan
Chair

Joyce Donohue
Secretary General