



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, September 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
- 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
- Dianne McKell Eastwood, Electoral Division #7
- Connor Stacey, Electoral Division #10
- Karin Van Droffelaar, Electoral Division #2

Absent:

- Peter Stuckey, Electoral Division #8, with regrets
- Caleigh Saucier, Commissioner representing Parents, Secondary Level
- Joy Thomas, Electoral Division #5

Also in attendance:

- Mike Helm, Director General
- Joyce Donohue, Assistant Director General & Secretary General
- Kara Johnstone, Director of Systems & Information Technology, and New Frontiers Administrators' Association Representative
- Joanne Malowany, Director of Educational Services
- Chantal Martin, Director of Continuing Education
- Terence Savoie, Director of Financial Services, and interim Director of Material Resources
- Luisa Benvenuti, Manager of Administrative & Communication Services
- Bonnie Gilmour, President, SEPB Local 576, on Teams

Call to Order & Opening Remarks

The Chair opened this 349th meeting at 19:01 hours and welcomed members, extending a welcome to Joanne Malowany as the new Director of Educational Services. The Chair also acknowledged Ms K. Johnstone as the NFAA representative and welcomed Ms B. Gilmour via Teams.

Recognition Statement

Commissioner K. Crockett 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 of conflict 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 2024-06-25

The reading of the minutes of the regular meeting of 2024-06-25 was waived on a motion by Commissioner L. Ferguson.

MOTION CARRIED unanimously.

Adoption of the Minutes of 2024-06-25

It was moved by Commissioner J. Largan that the minutes of the meeting of 2024-06-25 be adopted as presented.

MOTION CARRIED unanimously.

Public Question Period

There were no questions from members of the public.

Co-Opted Commissioners

In accordance with sections 143 and 143.1 of the Education Act, and following discussion, it was agreed there was no need to co-opt commissioners during the 2024-25 school year.

Resolution #CC24-09-03-001

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 August 20, 2024, each standing committee selected their member;

Therefore it was moved by Vice-Chair R. Ledoux that the following commissioners be appointed to the New Frontiers School Board Governance & Ethics Committee for the 2024-25 school year: John Ryan, Chair; Brenda Bourdeau, representing Educational Services; Barbara Ednie, representing Human Resources; Jennifer Largan, representing Operations; Lorne Ferguson, representing the Parents' Committee; and that the Secretary General serve as a resource to the Governance & Ethics Committee; and that the Director General participate as an ex-officio member.

MOTION CARRIED unanimously.

Resolution #CC24-09-03-002

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 August 20, 2024, each standing committee selected their member;

Therefore, it was moved by Commissioner D. McKell Eastwood that the following commissioners be appointed to the New Frontiers School Board Audit Committee: Joy Thomas, representing Educational Services; Lina Chouinard, representing Human Resources; and Abdul Pirani, representing Operations.

It was noted that two administrative representatives are named to this committee by the Director General. For the 2024-2025 school year, Derek Stacey will serve as the representative from the Adult Education sector, and Collin Thomas 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. The following topics were discussed: HAN authorization, HSB football game, standing committee elections, CARE Conference, school elections, Spring Conference 2025, HR Recruiting Team special mention, QESBA update, upcoming meetings and events, and the first day of school.

Executive Committee

The Chair reported on the special Executive Committee meeting of September 3, 2024, at which recommendations from the Regional Student Ombudsperson were discussed.

Resolution #CC24-09-03-003

Partnership Agreement for International Students – New Frontiers & Eastern Townships School Boards

Whereas the Eastern Townships School Board (ETSB) and the New Frontiers School Board (NFSB) had entered into a partnership agreement for international students on July 1, 2015; and whereas both the ETSB and the NFSB wish to renew the agreement; and whereas the ETSB's International Student program includes various components, including the recruitment of foreign students for short and long-term studies in our schools, as well as student and teacher exchanges; and

Resolution #CC24-09-03-003 - Partnership Agreement for International Students – cont'd

Whereas the experience accumulated at the ETSB over the past 13 years allows for an offer of support to the NFSB and the possibility of joint training sessions; and whereas this past partnership has proven to be beneficial; Therefore, it was moved by Commissioner J. Largan that the New Frontiers School Board's Council of Commissioners approve the renewal of the partnership agreement for international students, youth sector, with the Eastern Townships School Board, for a five-year period, starting September 4, 2024.

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: New Teacher Mentoring Program, VGQ update, Task Force on the Prevention of Bullying & Violence, enrolment figures, CTSP Action Plan, Educational Services Department update, administrative staffing, DG's Priorities, department priorities, annual Kick-Off meeting for Daycare Technicians, Summer Symposium and school supplies donation from Costco.

Resolution #CC24-09-03-004

Formation of Professional Relations Committee – New Frontiers' Administrators' Association

Whereas, at their meeting of August 20, 2024, the Human Resources Standing Committee sought members to serve on the Professional Relations Committee (PRC) with the New Frontiers' Administrators' Association (NFAA); and whereas the following members were selected to serve on the NFAA PRC: John Ryan; Lina Chouinard; Barbara Ednie; Alternate: Lorne Ferguson;

Therefore, on the recommendation of the Human Resources Standing Committee, it was moved by Commissioner K. Van Droffelaar that the commissioner representatives to the NFAA PRC be named as follows: John Ryan, Lina Chouinard, Barbara Ednie, with Lorne Ferguson as an alternate.

MOTION CARRIED unanimously.

Resolution #CC24-09-03-005

Local Administrators' Policy – Remaining Update – Sick Leave Days

Whereas, at their meeting of June 25, 2024, the Council of Commissioners approved updates to the New Frontiers' Administrators' Association's (NFAA) Local Administrators' Policy (LAP); and whereas, at that time, it was decided that the article dealing with "Sick Leaves" would be studied over the summer and brought back to the September Council meeting; and whereas a proposal has been put forward to NFAA members that would provide for seven (7) moneyable sick leave days and five (5) paid but non-moneyable wellness days; and whereas this proposal was supported by the NFAA Professional Relations Committee (PRC);

Therefore, on the recommendation of the Human Resources Standing Committee, and with the support of the NFAA PRC, it was moved by Commissioner B. Ednie that the New Frontiers School Board's Council of Commissioners approve the following text for the NFAA's LAP, Chapter 6 "Other Leaves" Article 6.4.5 "Sick Leaves":

- As per Section 7-1.40 of the Professionals' Collective Agreement, administrators will be allocated seven (7) moneyable sick-leave days per school year.
- At the end of the school year, unused sick-leave days will be automatically paid out to the administrator, after the year-end reconciliation has taken place.

And that a letter of agreement be signed by the Director General and the President of NFAA that provides for the allocation of five (5) paid but non-moneyable wellness days per administrator, in effect from September 4, 2024 to June 30, 2025.

MOTION CARRIED unanimously.

Resolution #CC24-09-03-006

Adoption of School Board Budget 2024-2025 – Declaration of Uniform Property Valuations

As required by the Ministry of Education, the Council of Commissioners must pass a motion to adopt the New Frontiers School Board's budget and declare the uniform property valuations for the 2024-2025 school year.

Whereas, in conformity with the Education Act (R.S.Q., c. I-13.3), the New Frontiers School Board must adopt and forward to the Ministry of Education, its budget for operations, capital, and debt service costs for the 2024-2025 school year; and whereas the New Frontiers School Board foresees adopting a budget where the revenues will exceed expenditures (surplus) by an amount of \$76,018; and whereas the budgeted revenues of \$92,961,532 exceed the budgeted expenses of \$92,885,514 by exactly this amount of \$76,018; and whereas the amount of the school tax of \$3,372,936, dated June 15, 2024, was established, taking into consideration:

Resolution #CC24-09-03-006 - Adoption of School Board Budget 2024-2025 – cont'd

- An adjusted standardized valuation of taxable properties of \$25,000 and under: \$9,196,218; and
- A valuation of taxable properties over \$25,000: \$3,976,580,063; and

Whereas the tax rate established in the budget is 0.09152 per \$100 taxable valuation, and this rate respects the rate established by Law;

Therefore, on the recommendation of the Operations Standing Committee, it was moved by Commissioner D. McKell Eastwood that the New Frontiers School Board's 2024-2025 budget for operations, capital, and debt service costs, providing for revenues of \$92,961,532 and expenses of \$92,885,514, be adopted and transmitted to the Ministry of Education.

MOTION CARRIED unanimously.

Resolution #CC24-09-03-007

Financial Institutions – Signing Authorities

Whereas the timely execution of financial transactions supporting the daily operations of the New Frontiers School Board (NFSB) rely upon the authorizations provided by employees and others to whom Council has delegated responsibility for such transactions; and whereas the NFSB must designate primary administrators as individuals with the power to sign cheques; and whereas the NFSB must also from time-to-time, add and remove certain representatives from their powers related to the financial management of the School Board;

Therefore it was moved by Commissioner D. McKell Eastwood that the Council of Commissioners authorize the removal of the following representatives from the authority to sign cheques: David Charles Daoust; Robert Buttars; Cheryl Farnham; and that the following representatives be approved as cheque signatories: Raymond Ledoux; Joyce Donohue; and that these changes be made to take effect immediately.

MOTION CARRIED unanimously.

Resolution #CC24-09-03-008

Building Maintenance Measure (MMB) Projects – Boiler Replacement – CVR Phase I

Whereas the Ministry of Education has provided the New Frontiers School Board with funds within the measure “Reduction of Greenhouse Gasses” and from our “Maintien des Bâtiments” measure for the following project “Boiler Replacement” at Chateauguay Valley Regional 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; and whereas sealed tenders were opened publicly on August 20, 2024, in the presence of Commissioner John Ryan; Terence Savoie, Director of Finance; Léopold Hatungimana, Manager of Material Resources; and Stephane Laliberté, Manager of Material Resources, with the following results:

Company	Bid (excluding taxes)
Réfrigération Névé	\$883,200
Tuyauterie Expert Inc.	\$1,092,985
Solutions J.L. Inc.	\$1,278,200
Le Constructions B. Martel	\$1,194,407
Groupe Centco	\$1,049,000

Whereas, after analyzing the bids, the professionals have determined that the lowest conforming bidder, before taxes, is Réfrigération Névé for \$883,200; and whereas there are sufficient funds within the measure “Reduction of Greenhouse Gasses” for the 2023-2024 school year for this project and the “Maintien des Bâtiments” measure;

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 Réfrigération Névé for the project “Boiler Replacement” at Chateauguay Valley Regional High School, for an amount before taxes of \$883,200.

MOTION CARRIED unanimously.

Standing Committee Reports from the Meetings of August 20, 2024

Educational Services

The Chair, Commissioner K. Van Droffelaar, reported on the following items discussed at the meeting: return of school principals and welcome to staff, summer school, NEST centres, non-violent crisis intervention training, Student for a Day, cleaning of CVCEC shops, presence at Huntingdon Fair, FP program registrations, new skills training certificate in health, and School Daycare Educator Program.

Standing Committee Reports from the Meetings of August 20, 2024 – cont'd

Human Resources

Chair, Commissioner B. Ednie, reported on the following items discussed at the meeting: HR Priorities for 2024-2025, policies under review this fall, NFAA/LAP updates, and various staffing updates.

Operations

The Vice-Chair, Commissioner D. McKell Eastwood, reported on the following items discussed at the meeting: financial updates, Verkada system, summer maintenance projects, and SIT projects.

Parents' Committee Report

The Parents' Committee is in the process of being formed as per the Education Act.

Special Needs Advisory Committee Report

Commissioner B. Bourdeau reported that there is no information available yet for the first meeting of this school year.

New Business

There was no new business to discuss.

List of Disbursements

Commissioners were provided with the list of disbursements for the months of June, July and August 2024:

Chq Nbr	Chq Date	Paid To	Amount
234622	6/30/2024	SOFTCHOICE LP	178,292.04
234649	6/30/2024	NOVEXCO/ HAMSTER	12,430.97
234651	6/30/2024	SERVICES DE CARTES DESJARDINS	33,374.51
234655	6/30/2024	AMAZON.COM.CA, INC.	20,458.87
234663	6/30/2024	C. S. RIVERSIDE	34,549.89
234666	6/30/2024	CATSPORTS	11,296.00
234676	6/30/2024	DRYCO GROUP INC.	11,441.71
234677	6/30/2024	ECOLE PETER HALL SCHOOL INC.	62,257.80
234686	6/30/2024	GIANT STEPS SCHOOL	12,113.20
234696	6/30/2024	IMPRIMERIE G.A. PRINTING INC.	16,114.19
234703	6/30/2024	LE GROUPE DE MAINTENANCE COUTURE INC.	14,545.77
234707	6/30/2024	LOUISE KOOL & GALT DIV OF BRAULT & BOUTHILLIER	12,712.01
234732	6/30/2024	SUMMIT SCHOOL	56,717.50
234741	6/30/2024	DXP POSTEXPERTS INC	11,379.23
234753	6/30/2024	BOHAM GAZ INC.	121,451.25
240007	7/31/2024	4IMPRINT, INC.	17,669.64
240013	7/31/2024	BRAULT & BOUTHILLIER LTEE	13,832.08
240029	7/31/2024	G.M. FOURNIER INC.	18,146.10
240041	7/31/2024	INSO - MONTREAL	18,840.95
240050	7/31/2024	MICRO LOGIC	147,622.14
240054	7/31/2024	NSW CONTROLE INC.	17,114.03
240064	7/31/2024	QUEBEC ENGLISH SCHOOL BOARD ASSOCIATION	39,788.44
240071	7/31/2024	SERRURIER HAVELOCK ENR.	10,976.43
240075	7/31/2024	TELUS HEALTH (CANADA) LTD.	15,306.67
240078	7/31/2024	THERAPIE KIDDO ACTIVE THERAPY POINTE CLAIRE	10,402.50
240083	7/31/2024	9006-6473 QUEBEC INC. CLUB AVENTURE JEUNESSE	25,091.46
240093	7/31/2024	C2 INNOVATIONS INC	12,385.02
240141	7/31/2024	STINGER SPORT	31,129.71
240152	7/31/2024	DELL COMPUTER CORPORATION	40,142.38
240167	7/31/2024	UNION RECIPROQUE D'ASSURANCE SCOLAIRE DU QUEBEC	68,693.03
240175	7/31/2024	9006-6473 QUEBEC INC. CLUB AVENTURE JEUNESSE	40,684.00
240188	7/31/2024	BENEVA INC.	15,776.66
240208	7/18/2024	FEDERATION DES CENTRES DE SERVICES SCOLAIRES DU QUEBEC	36,389.59
240237	7/31/2024	LINDE CANADA INC.	95,907.39
240273	7/31/2024	STANDUP MARGARET	16,875.00
240302	7/31/2024	ALPHA VICO INC.	14,371.88
240305	7/31/2024	BCGO S.E.N.C.R.L.	17,246.25
240311	7/31/2024	BV COMMUNICATIONS	21,058.24
240331	7/31/2024	GROUPE MECAPLUS INC.	21,687.50
240338	7/31/2024	INDUSTRIAL ALLIANCE	38,875.90
240380	7/31/2024	TELUS HEALTH (CANADA) LTD.	17,125.23

240439	8/6/2024	CONSTRUCTION EMERY PAQUETTE INC.	31,046.66
240440	8/6/2024	HULICO INC,	113,730.54
240445	8/7/2024	BV COMMUNICATIONS	11,468.29
240447	7/31/2024	SERVICES DE CARTES DESJARDINS	27,677.48
240472	8/15/2024	LAGACE ELECTRIQUE INC.	45,810.64
240477	8/15/2024	NEDWORKS/NOEL BURKE	14,371.88
240503	8/15/2024	C.S.S LA VALLEE-DES-TISSERANDS	26,913.51
240505	8/15/2024	CAD MICRO SOLUTIONS INC.	29,628.55
240512	8/15/2024	COPICOM INC	22,164.27
240525	8/15/2024	GROUPE ICLASS CANADA	115,198.35
240538	8/15/2024	LUCIEN DESJARDINS INC.	12,043.63
240541	8/15/2024	MICRO LOGIC	79,578.20
240543	8/15/2024	MULTI JEUX MARLIN	153,082.31
240554	8/15/2024	PIERRE DIGNARD, ARCHTECTE 9361-1945 QUEBEC INC	17,156.14
240564	8/15/2024	RISQ INC.	22,870.83
240568	8/15/2024	SCIENCE DU BATIMENT ALTA BUILDING SCIENCE INC.	23,417.10
240570	8/15/2024	SECURITE QUENNEVILLE INC.	26,030.92
240571	8/15/2024	SERRURIER HAVELOCK ENR.	10,316.85
240576	8/15/2024	STANDARD FIRE SAFETY INTERNATIONAL INC.	34,394.50
240583	8/15/2024	VOSS EXPERTS-CONSEILS INC.	80,233.52
240598	8/20/2024	INTERNATIONAL BACCALAUREATE ORGANIZATION	17,609.38
240599	8/20/2024	SOLOTECH INSTALLATION INC.	12,704.30
240600	8/20/2024	DELL COMPUTER CORPORATION	65,512.73
240610	8/21/2024	ROMCOBAT BATIMENTS INC	710,344.05
240616	8/22/2024	DELL COMPUTER CORPORATION	14,486.85
240617	8/22/2024	DELL COMPUTER CORPORATION	18,108.54
240619	8/26/2024	BV COMMUNICATIONS	11,290.78
240630	8/29/2024	9372-7758 QUEBEC INC&PRO PAINT	39,493.92
240641	8/29/2024	C.S.S LA VALLEE-DES-TISSERANDS	10,579.75
240644	8/29/2024	COMPUGEN INC	24,886.86
240652	8/29/2024	G.M. FOURNIER INC.	12,852.03
240656	8/29/2024	GROUPE GESFOR POIRIER PINCHIN INC.,LE	17,538.00
240661	8/29/2024	IMPRIMERIE G.A. PRINTING INC.	24,309.48
240664	8/29/2024	INDUSTRIAL ALLIANCE	42,303.30
240692	8/29/2024	RISQ INC.	12,995.62
240704	8/29/2024	ULINE CANADA CORPORATION	16,775.28
240720	8/29/2024	COUROS, ALEC DR.	11,182.76
240724	8/29/2024	ITI INC.	11,597.53
240726	8/29/2024	LES COUVRE-PLANCHER PAUL A.LOISELLE ET FILS INC.	29,336.90
240749	8/29/2024	DELL COMPUTER CORPORATION	71,043.08

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 20:27 hours on a motion by Commissioner L. Chouinard.

MOTION CARRIED unanimously.

John Ryan
Chair

Joyce Donohue
Secretary General