

C A N A D A

PROVINCE OF QUEBEC

EASTERN SHORES SCHOOL BOARD

The regular meeting of the Executive Committee of Eastern Shores School Board was held at the Administrative Office of the Board, 40 Mountsorrel Street, New Carlisle, Quebec on Wednesday, May 18, 2011 at the hour of 1:30 p.m. The following persons were present:

COMMISSIONERS: A. Acteson, Chairperson
C. Coffin, Vice-chairperson
I. Carmichael, member
H. Cochrane, member
M. Deslauriers, member (Telephone Conference)
C. Journeau
G. Briand
K. Eldridge (Telephone Conference)
D. Bourgouin

PARENT COMMISSIONERS: S. Boulay
R. Billingsley

DIRECTOR GENERAL: D.W. Royal
INTERIM SECRETARY GENERAL: M. A. Cooke

OTHERS:
Director of Finance: S. Ward

ABSENT:
Director Human Resources: J. Jacques
Director Educational Services: E. Willett

A. Acteson, Chairperson, called this regular meeting of the Executive Committee to order and welcomed everyone present.

1. APPROVAL OF AGENDA

E11-05-305 It was moved by M. Deslauriers that the agenda for this regular meeting of the Executive committee of the Eastern Shores School Board be approved.
CARRIED

2. READING OF MINUTES OF APRIL 27, 2011

E11-05-306 It was moved by H. Cochrane that, whereas the minutes of the regular meeting of the Executive Committee of the Eastern Shores School Board, held on April 27, 2011 were circulated six hours prior to the meeting in accordance with article 170 of the Education Act, the Secretary General be excused from the reading of same.
CARRIED

3. APPROVAL OF THE MINUTES OF APRIL 27, 2011

E11-05-307 It was moved by I. Carmichael that the minutes of the regular meeting of the Executive Committee of Eastern Shores School Board held on April 27, 2011 be approved.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES

No business arising from the minutes

5. ACCOUNTS PAYABLE/LATE TRAVEL

5.1 Accounts Payable

E11-05-308 It was moved by C. Coffin that accounts payable dated April 27, 2011 in the amount of \$760,531.95 and accounts payable dated May 12, 2011 in the amount of \$ 729,416.29 be approved.

CARRIED

Clarifications were made as to who receives the Accounts Payable lists. By request the following commissioners will receive a list every cycle:

A. Acteson	I. Carmichael
C. Coffin	H. Cochrane

5.2 Late Travel

E11-05-309 It was moved by M. Deslaurier that the late travel for the following people be approved:

Karen Briand	March 23, 2011	Cultural Showcase	19844	\$247.00
Irvin Carmichael	March 19, 25, 2011	PD Session and Board	34516	\$257.00
Malcolm MacPhee	March 26-April 1, 2011	School Visits	35910	\$141.06

CARRIED

6. TRANSPORTATION

6.1 York River Seniors Association

E11-05-310 It was moved by C. Coffin to grant the request received from the York River Seniors Association for the use of a Board bus and driver, at no cost to the board, for an outing to Percé in July 2011.

CARRIED

6.2 Bus contracts and Routes

A special Executive meeting has been requested by T. Renouf on May 31, 2011 in order to make decisions concerning the bus contracts and routes for the 2011-2012 school year.

6.3 Supply Bus Driver List

The spare bus driver list must be put up to date in the Gaspé area. A replacement was needed for a four (4) week period; no one on the list was available. Last minute qualified driver was found.

7. HUMAN RESOURCES

7.1 Teachers

E11-05-311

It was moved by I. Carmichael that the following movement of teaching personnel be approved:

- To engage **Danny Sams** as a teacher-by-the-lesson for a student at Gaspé Polyvalent School effective May 11, 2011 for an undetermined period.
- To engage **Lorna Miller** as a teacher-mentor for a teacher at Gaspé Polyvalent School from April 26, 2011, to the end of the school year. (According to the needs)
- To engage **Walter Chouinard** as Health Assistance and Nursing Program teacher for 30 hours per week (Total of 75) at The Anchor effective May 4, 2011 to May 19, 2011
- To engage **June Mullin** for 16.5 to 30 hours per week (Total of 175) Home Care Program at the Listuguj Adult Education Center effective April 11, 2011 to June 17, 2011
- To engage **Marjorie Pollock** for 16.5 to 30 hours per week (Total of 175) Nursing (LPN) at the Listuguj Adult Education Center effective April 11, 2011 to June 17, 2011.

CARRIED

7.1.1 Transfers for 2011-2012

E11-05-312

It was moved by H. Cochrane that the following requests for transfers for 2011-2012 be approved:

- To transfer **Jason Cormier** to New Richmond High School
- To transfer **Kerrilee Drohan** to Gaspé Polyvalent School
- To transfer **Gillian O'Rourke** to Shigawake Port-Daniel
- To transfer **Carl Garrett** to St-Patrick's Elementary

CARRIED

7.1.2 Leaves Of Absence

E11-05-313

It was moved by M. Deslaurier that the following requests for leaves of absence without pay be approved:

- To grant **Michela Cox**, teacher at Queen Elizabeth High School a 20% leave of absence without pay for the 2011-2012 school year.
- To grant **Emily Wang**, teacher at Bonaventure Polyvalent School a 100% leave of absence without pay for the 2011-2012 school year.

- To grant **Ruth Copping**, teacher at New Carlisle High School a leave of absence without pay on May 20, 2011 to attend the funeral of her aunt.
- To grant **Judy Connors-Desjardins**, teacher at NCHS a 100% leave of absence without pay for the 2011-2012 school year.

7.1.3 Progressive Retirement Plan during the 2011-2012:

E11-05-314 It was moved by C. Coffin that the request by **Debbie Adams**, Coordinator of Wakeham Adult Education Center, to take a 2 % Progressive retirement leave be approved.

CARRIED

7.1.4 Reassignment:

E11-05-315 It was moved by M. Deslaurier that **Eugene Willet** be returned to his former teaching position for the 2011-2012 school year.

VOTING FOR: 4
VOTING AGAINST: 1
MOTION CARRIED BY MAJORITY VOTE

7.2 Professionals

E11-05-316 It was moved by I. Carmichael that following movement in Spiritual Care, Guidance and Community Involvement Animators be approved:

- To engage **Ann Kelly** at New Carlisle High School for 91 hours, termination date June 23, 2011.
- To send a termination letter to **Rev. Wilma Clarke**, animator at Entry Island and Grosse Isle Schools effective June 23, 2011.

CARRIED

7.3 Support

E11-05-317 It was moved by H. Cochrane that the following movement of support personnel be approved:

- To engage the following school secretaries starting on the first day of the 2011-2012 school calendar:
 - **Thérèse Gagné** – Metis Beach School at 50%
 - **Marjorie Woodman** – NRHS at 60%
 - **Christa Flowers** – SPDS at 60% (pending positive probation)
 - **Sandra D’Orio** – Flemming Elementary at 100%
 - **Nancy Belvin** – St-Patrick’s Elementary at 40%
- To engage **Joan Bourgaize** as Office Agent, Class II at the Anchor Adult & Vocational Center as of August 29, 2011 for 15 hours per week.
- To engage **Marilyn Coull** as a caretaker at the Anchor Adult & Vocational Center as of August 1, 2011 for 20 hours per week.
- To engage **Glenna Marcoux** as Maintenance Workman Class II (Assistant caretaker) at the Anchor Adult & Vocational Center as of August 1, 2011 for 16 hours per week.

- To post the position for a part-time caretaker at New Carlisle High School for the 2011-2012 school year for 20 hours per week effective August 1, 2011.

CARRIED

7.3.1 Work Reduction Program request:

E11-05-318

It was moved by C. Coffin to grant the request by **Jean Fournier** for a 17.24% (45 days) work reduction plan from his caretaker position at Queen Elizabeth High School for the 2011-2012 school year.

CARRIED

7.3.2 INFORMATION:

Professionals, Support and Teachers were paid their retroactive salary adjustments of 0.50% as of April 1, 2010 and the adjustment of 0.75% as of April 1, 2011 was paid or will be paid on the pays of May 12 and May 26, 2011.

Management retroactive salary adjustments of 0.50% and 0.75% were paid on the pay of November 25, 2010 and the adjustment was in place for April 1, 2011.

7.3.3 VACATION DAYS: (To be dealt with internally)

EMPLOYEE (NON-TEACHING) (More than 5 days remaining- according to information in payroll on May 17, 2011)

CAMPBELL-DELL, Alice	6
BENOIT, English	7.5
FEQUET, Lavergne	24
HARRIS, Pat	11
JACQUES, Joanne	16.5
JONES, Louise C.	7.5
MACWHIRTER, Ruth	9
MAIN, June	12.5
MANN, Cora-Lee	6.5
MILLER, Howard	19
MCWHIRTER, Greg	10
PITT, Chantal	16
RENOUF, Trevor	15
ROCK, Brian	15
SIMON, Laura	9
WARD, Ken	13.5
WARD, Suzanne	7
WOODMAN, Linda	8

SICK LEAVES: (Copy on file)

25 YEARS OF SERVICE:

As of June 30, 2011, the following 8 people will have reached their 25 year milestone; they will each receive a gift of appreciation from the Board.

- **Kim Clark**, teacher at Grosse Isle School
- **Orley Devouge**, bus driver at Belle Anse School
- **Louise C. Jones**, admin. technician at ESSB New Carlisle office
- **Brenda Mann**, caretaker at Shigawake Port-Daniel School

- **Robert Renouf**, caretaker at ESSB New Carlisle office
- **Nelson Roussy**, teacher at Escuminac School
- **Rose-Marie Roussy**, teacher at New Carlisle High School
- **Marjorie Woodman**, school secretary at New Richmond High School

7.3.4 Recognition gifts

E11-05-319 It was moved by C. Coffin that the purchase of 6 watches (2 on hand) for the recognition of 25 years of service at an approximated cost of \$700.00 be approved.

CARRIED

7.4 STAFFING PLAN:

Approved at April 27, 2011 meeting:

Teachers:	123.85
Teacher/Principal:	7.15
Total:	131.00

Revision: May 17, 2011:

Teachers:	123.50
Teacher/Principals:	7.25
Total:	130.75

Revision:

Decrease St-Patrick's by 0.20 (Teacher/Principal at 50%)
 Decrease Escuminac by 0.25 (minus .5 Secondary groups)
 Decrease Grosse Isle by 0.95 (-1 group at Secondary/add Math)

Increase Entry by 0.50 (add 50% teacher)
 Increase Grosse Isle by 0.35 (+.25 of a group)
 Increase Belle Anse by 0.30 (Teacher/Principal)

E11-05-320 It was moved by H. Cochrane that the revisions to the 2011-2012 Staffing Plan be approved as presented. (Copy on file)

It was further resolved to post positions according to revisions.

CARRIED

7.5 Secretarial:

E11-05-321 It was moved by M. Deslaurier that the revisions to increase the secretarial time at Grosse Isle High School by 10% in order to complete the additional secretarial work for Entry be approved.

CARRIED

8. EDUCATION SERVICES

8.1 Out-of-Province Travel- Shigawake Port Daniel School

E11-05-322 It was moved by H. Cochrane that the students from grades 3-6 attending Shigawake Port-Daniel School be authorized to travel out-of-province to visit the Historical Settlement of King's Landing in Fredericton, NB from June 20-21, 2011 at no cost to the Board.

CARRIED

Students in Pre-k to grade 2 have local activities scheduled.

8.2 Baie Comeau High School – Home Schooling

E11-05-323

It was moved by M. Deslauriers that a Baie Comeau High School student who cannot attend school be provided with 6 hours per week of home schooling (medical reasons).

CARRIED

8.3 Youth Justice Services Directory

Two copies of the Directory of Youth Justice Service Providers for the Gaspé were received for perusal. Additional copies of the Youth Justice Service Providers for the Gaspé will be obtained at no cost and distributed to the Gaspé area schools and centers. CASA will have an “on line” version in the near future.

8.4 Out of Province Travel

E11-05-324

It was moved by H. Cochrane that the request by **Karen Fequet** to travel to Philadelphia to attend the **International Society for Technology in Education (ISTE) Conference** held from June 25-30, 2011 be approved. To be funded from NANS.

CARRIED

8.5 Home Schooling –Gaspé Polyvalent School

E11-05-325

It was moved by C. Coffin that a Gaspé Polyvalent School student who cannot attend school be provided with 6 hours per week of home schooling.

CARRIED

8.6 Summer School

E11-05-326

It was moved by H. Cochrane that the request by New Carlisle High School to hold Summer School be approved.

CARRIED

8.7 Out of Province Travel

E11-05-327

It was moved by M. Deslauriers that the request by **Karen Fequet** to travel to Toronto, Ontario to attend the **International Principals Conference held** from August 14-19, 2011 be approved.

VOTING FOR: 2

VOTING AGAINST: 3

MOTION DENIED BY MAJORITY

9. DIRECTOR GENERAL

9.1 SADC de Gaspé

The SADC of Gaspé is looking for an interested and available candidate to fill one empty seat on their board representing the education sector. The mandate is for two years. Nominees must be submitted before May 20, 2011.

9.2 Centre de Prévention du Suicide du Québec

A request to contribute financially to the fundraising campaign for the **Centre de Prévention du Suicide du Québec** was received. As the campaign is being held in Quebec City and not locally the request was declined.

9.3 Grievance from Esta – Contracts

The Director General read the letter received from Eastern Shores Teachers Association regarding the lack of contracts for teachers who have not yet received their “Tolerance” to teach. The CPNCA is studying the matter. (ESSB # 1011-002) A reply must be given to the union before June 3, 2011.

9.4 Grievance QPat

The Director General presented a grievance to the Board from QPat regarding the on-going case (ESSB #1011-003). This grievance has been submitted to the Board lawyers and response must be given before June 3, 2011.

9.5 Gaspe Polyvalent Graduation Class

A letter requesting a financial contribution to the Gaspe Polyvalent for the 2010-2011 graduation ceremonies has been received. The Director General will review last year’s procedure and report to the Board what was done.

9.6 Action Plan – Reading at School

Information has been received regarding a workshop being held on August 15-17, 2011 in Mont Saint Sauveur. (Information distributed.) At least one teacher is interested with the possibility of more.

9.7 Lewis Miller Citizenship Award

E11-05-328

It was moved by C. Coffin to financially support the Lewis Miller Citizenship Award in the amount of \$120.00 and suggested that one of the three Gaspé area commissioners represent the Board on June 6, 2011 at Gaspe Polyvalent.

CARRIED

10. FINANCIAL SERVICES

10.1 Finance department report

The Director of Finance, S. Ward, gave an update on the meetings she attended in Quebec City concerning the budgetary compressions that the Ministère de l’Éducation, du Loisir et du Sport has imposed on school boards. We have a budget reduction of over \$213,054.00 which includes \$47, 771.00 for Bill 100 and \$165,283.00 in clawbacks. At least two or three Audit Committee meetings will be needed in order to distribute the budget accordingly.

A resolution will be presented at the next meeting contesting this cutback.

10.2 Line of Credit

The Board was informed that as of May 4, 2011 the line of credit is completely paid off. The Chair congratulated Ms. Ward on her hard work on obtaining that objective.

10.3 Financial Statements

A summary portraying the Board's financial situation as of May 18, 2011 was distributed to the Board (Copy on file). The report is not final as expenses still coming through, but looks very good.

Ms. Ward asked the Board for comments and/or improvements to the document distributed.

Commissioner K. Eldridge disconnected from the call at this time. 16:30

10.4 Reports required by the Minsitère de l'Éducation, du Loisir et du Sport

Trimestrial reports have been submitted to the Minsitère de l'Éducation, du Loisir et du Sport. The final report will be submitted after the audit of March 31, 2011.

The audit report of March 31, 2011 will be submitted by June 30, 2011 with the approval by the Director General and the Director of Finance.

The budget for 2011-2012 must be completed by June 30, 2011.

10.5 Cell Phones

Tabled to June

10.6 Small Group Funding Contribution

E11-05-329

It was moved by H. Cochrane that the invoice received from the Commission scolaire du Fleuve-et-des-Lacs for \$10,000.00 representing our portion of the Financement des petits groupes 2010-2011 be approved for payment.

CARRIED

11 VARIA

11.1 Memorial University Survey

A Request was received from Memorial University to have (6) six Board members fill out the survey as well as the DG. Documents were distributed and will be returned during the June meeting.

11.2 2011-2012 School Calendars

E11-05-330

It was moved by C. Coffin that the calendars for the 2011-2012 school year be approved pending the approval by the Central Parents Committee.

CARRIED

11.3 Perce School House Insurance Policy

The insurance renewal in the amount of \$1,408.00 was received for the property in Perce. After verifying with the insurance company they confirmed that the policy is sent to the board because of the changing administrators at the Parish of Malbay. We forward the policy with a request to prove insurance to the Parish. A note has been put in the file to clarify the procedure.

11.4 Safety and Health Committee

Tabled to June

12. ADJOURNMENT 16:55 p.m.

E11-05-331

It was moved by H. Cochrane that there being no further business the meeting adjourn.

CARRIED

Secretary General

Chairperson