

MINUTES OF PROCEEDINGS OF THE
ENGLISH MONTREAL SCHOOL BOARD

A Special meeting of the English Montreal School Board was held in the Charles Bancroft Room, 6000 Fielding Avenue, on Thursday, December 19, 2019 at 2:00 p.m.

Chairman

Ms. M. Jennings, Trustee

Administrators Present:

Ms. A. M. Matheson, Director General
Me B. Duhême, Deputy Director General, Administration Division
Ms. E. Alfonsi, Deputy Director General, Education Division
Me N. Lauzière, Secretary General
Ms. P. Nickoletopoulos, Regional Director, West Sector
Ms. N. Lacroix-Maillette, Regional Director, East Sector
Mr. M. Cardin, Director of Material Resources
Me M.C. Drouin, Compliance Officer, Material Resources
Ms. S. Furfaro, Director of Educational & Technology Services
Ms. S. Léveillé, Director of School Organization
Ms. L. Nassivera, Director of Financial Services
Ms. J. Rene de Cotret, Director of Student Services
Me L. Roy, Director of Legal Services
Ms. A. Watson, Director of Human Resources
Mr. M. Cohen, Communications and Marketing Specialist
Ms. B. Sellato, Communications Consultant
Ms. V. Raccio, Secretary

There was one (1) member of the public present.

1.	<p><u>Proper Notice of the Agenda</u></p> <p>It was reported that the notice calling this special meeting had been forwarded by the Secretary General to the Trustee and to all Members of the Management team via email.</p>
2.	<p><u>Approval of the Agenda</u></p> <p>IT WAS MOVED BY THE TRUSTEE, MS. M. JENNINGS, AND RESOLVED THAT the agenda be approved with the following adjustments:</p> <ul style="list-style-type: none"> • Item entitled Response to Consultation – Revisions to the 2019-20 Organization Chart was moved In Camera as item 3.5. • Item 13.1 – Resolution re: Trustee’s Participation at QESBA was added. • Item 6.1 – Item removed, as the Council of Commissioners should be the ones to approve the minutes as it was them who held the meeting. <p>Adopted</p> <p style="text-align: right;"><u>Resolution # 19-12-19-2</u></p>
3.	<p><u>In Camera</u></p> <p>3.1 <u>Motion to Move In Camera</u></p> <p>IT WAS MOVED BY THE TRUSTEE, MS. M. JENNINGS, AND RESOLVED THAT the meeting move In Camera at 2:03 p.m.</p> <p>Adopted</p> <p style="text-align: right;"><u>Resolution #19-12-19-3.1</u></p>
	<p>The meeting resumed from In Camera at 2:16 p.m.</p>
4.	<p><u>Adoption of Resolution(s) from In Camera</u></p> <p>3.3 <u>Follow-up – Recommendation of the Student Ombudsman</u></p> <p>WHEREAS a request for reconsideration before the English Montreal School Board (EMSB) Council of Commissioners was filed on September 24, 2019, by parents regarding a School Transfer;</p> <p>WHEREAS the decision regarding said school transfer that was taken by the Council of Commissioners, on October 30, 2019, was to maintain the decision of the Board of Administrators, as per resolution #19-10-30-2.2;</p> <p>WHEREAS on November 6, 2019, the Student Ombudsman, Me Isabelle Turgeon, received a complaint by the parents of the transferred student and Me Turgeon concluded in her report dated November 22, 2019, that the decision of Council and the Administrators was reasonable, and that the complaint of the parents was unfounded, as per section 7.8 of EMSB By-Law No.8 <i>Establishing the complaint examination procedure for students or their parents or guardians</i>;</p> <p>WHEREAS according to section 7.9 of said By-Law no. 8, the Council of Commissioners, in the present case the Trustee, at its next sitting or as soon as possible thereafter, will inform the complainant in writing of any follow-up or action to be taken in respect to the recommendations of the Student Ombudsman;</p> <p>IT WAS MOVED BY THE TRUSTEE, MS. M. JENNINGS, AND RESOLVED TO maintain the decision taken by the Council of Commissioners on October 30, 2019, as per Resolution No. 19-10-30-2.2 and thus maintaining</p>

the student transfer.

BE IT FURTHER RESOLVED THAT the Secretary General inform the parents in writing, of the Trustee's decision.

Adopted

Resolution #19-12-19-3.3

Ms. Jennings states that the report that was prepared by the Student Ombudsman was excellent. The Student Ombudsman, Me Isabelle Turgeon, exhibited a clear understanding of the facts that were important and the facts that needed to be addressed, ensuring that all parties had a proper hearing.

Ms. Jennings also states that Me Isabelle Turgeon made some excellent recommendations in her report and that these recommendations should be implemented.

3.4 Confirmation in Position – Director of Human Resources

WHEREAS the procedures incorporated by the Board require all new administrative appointments to complete a probationary period before confirmation in the assignment;

WHEREAS the year of probation for the administrator listed below ends on January 7th, 2020;

WHEREAS a written performance appraisal of this administrator was completed and has been evaluated as being satisfactory;

WHEREAS the Director General has recommended that this administrator be confirmed in her assignment;

IT WAS MOVED BY THE TRUSTEE, MS. M. JENNINGS, AND RESOLVED THAT, as recommended by the Director General, the following administrator be confirmed in her assignment effective as stated below:

NAME	POSITION	EFFECTIVE DATE
Ann Watson	Director – Human Resources	December 19 th , 2019

Adopted

Resolution #19-12-19-3.4

Ms. Jennings congratulated and thanked Ms. Watson for the work that she has done.

3.5 Response to Consultation – Revisions to the 2019-20 Organization Chart

WHEREAS the Director General has developed a proposed revision of the Administrative Organization Chart for 2019-20;

WHEREAS the Director General has consulted the Directors of services on the proposed revised Administrative Organization Chart;

WHEREAS, as per resolution 19-12-03-16.1, the Association of English Montreal Board Administrators (AEMBA), the *Association Québécoise des Cadres Scolaires – EMSB Section* (AQCS), and the Association of Montreal School Administrators (AMSA) were consulted on the proposed revision of the Administrative Organization Chart and invited to submit their views in writing;

	<p>WHEREAS the responses to consultation are part of the documentation submitted;</p> <p>WHEREAS the draft proposed revision of the Administrative Organization Chart was corrected to include the current permanent post of Coordinator Education Services, and this correction was included in the consultation process;</p> <p>IT WAS MOVED BY THE TRUSTEE, MS. M. JENNINGS, AND RESOLVED THAT the proposed revised Administrative Organization Chart 2019-20 be approved.</p> <p>Adopted</p> <p style="text-align: right;"><u>Resolution #19-12-19-3.5</u></p>
5.	<p><u>Question Period</u></p> <p>None.</p>
6.	<p><u>Adoption of Minutes of Meetings held on:</u></p> <p>6.1 <u>November 27, 2019 (Special Board)</u></p> <p>Ms. Jennings states that this was a special meeting of the Council of Commissioners, acting within the mandate and the authority that remains to the Council of Commissioners. She says that she is not part of those meetings therefore she does not have authority as Trustee to approve the minutes.</p> <p>Ms. Jennings asks that the Secretary General send the minutes to the Council of Commissioners so they could approve them. For all future meetings that are held by the Council of Commissioners while the partial Trustee, all minutes should be sent to the Council of Commissioners for approval.</p> <p>6.2 <u>November 28, 2019 (Special Board)</u></p> <p>IT WAS MOVED BY THE TRUSTEE, MS. M. JENNINGS, THAT the minutes of November 28, 2019, be approved as presented.</p> <p>Adopted</p> <p style="text-align: right;"><u>Resolution #19-12-19-6.2</u></p> <p>6.3 <u>December 3, 2019 (Special Board)</u></p> <p>IT WAS MOVED BY THE TRUSTEE, MS. M. JENNINGS, THAT the minute of December 3, 2019, be approved as presented.</p> <p>Adopted</p> <p style="text-align: right;"><u>Resolution #19-12-19-6.3</u></p>
7.	<p><u>Business Arising Out of the Minutes</u></p> <p>None.</p> <p>Ms. Jennings added that after the previous meeting, she requested from each departments to assemble briefing binders of all Policies and Procedures, to better understand the challenges and successes of the EMSB. Ms. Jennings also took the time to thank everyone for all their work.</p> <p>Ms. Matheson also stated that it was a worthwhile exercise for all the departments. She would like to thank everyone for putting the binders together so quickly.</p>

8.	<p><u>2018-19 Annual Report</u></p> <p>WHEREAS Section 220 of the Education Act states that every school board shall prepare an Annual Report giving its community an account of the results obtained with regard to the goals and measurable objectives set out in the Commitment-to-Success Plan with the Ministère de l'Éducation et de l'Enseignement supérieur (MEES);</p> <p>WHEREAS the said report shall also give an account to the Minister of the results obtained with regard to the directions and objectives of the Commitment-to-Success Plan established by the MEES;</p> <p>WHEREAS the Annual Report includes the EMSB Commitment-to-Success report, the financial statements, service contracts (Bill 15) and Staffing Report (Bill 15);</p> <p>WHEREAS the Board shall send a copy of the report to the Minister by December 31, 2019, as per the Education Act;</p> <p>IT WAS MOVED BY THE TRUSTEE, MS. M. JENNINGS, AND RESOLVED THAT the 2018-19 English Montreal School Board Annual Report, including the EMSB Commitment-to-Success Plan report, the financial statements, the service contracts (Bill 15) and Staffing Report (Bill 15), be approved on December 19, 2019 and that a formal presentation of this document be given on January 16, 2020 at 6:30 p.m. at 6000 Fielding Avenue;</p> <p>IT WAS FURTHER RESOLVED THAT copies of the report be sent to the Ministère de l'Éducation et de l'Enseignement supérieur (MEES) by December 31, 2019.</p> <p>Adopted</p> <p style="text-align: right;"><u>Resolution #19-12-19-8</u></p> <p>Ms. Jennings states that she would like the public and the Ministère de l'Éducation et de l'Enseignement supérieur (MEES) to understand that under the law, Bill 15, every educational institution is required to provide within their annual report, a report of all service contracts that were issued, entered into, since the previous annual report. The EMSB has been faithfully been complying with this legal requirement under Bill 15, in reporting all of its service contracts. The EMSB is one of the few, if not the only one who is conforming to Bill 15. Ms. Jennings would like to congratulate all the staff for complying with the Law. She explains that too much has been said in the media, that the EMSB had not been following the rules, but they have, and that many other educational facilities have not. She says that the media may want to look into some other educational institutions.</p>
9.	<p><u>School, Centre and Central Rollovers from 2018-19 into 2019-20</u></p> <p>WHEREAS Section 96.24 of the <i>Education Act</i> states that the School Board may credit all or part of the schools' surpluses to the school or another educational institution if the Resource Allocation Committee recommends it and the Council of Commissioners implements the recommendation;</p> <p>WHEREAS Section 193.4 of the <i>Education Act</i> states that the Resource Allocation Committee must annually make a recommendation to the Council of Commissioners regarding the allocation of the surpluses of the School Board's educational institutions;</p> <p>WHEREAS the Resource Allocation Committee and the Directors of Service have reviewed and endorsed the proposed distribution of school and centre surpluses and the school and centre deficits to be covered for the school year 2018-2019;</p> <p>IT WAS MOVED BY THE TRUSTEE, MS. M. JENNINGS, AND RESOLVED, as recommended by the Resource Allocation Committee, THAT:</p> <p>1) the school and centre surpluses at June 30, 2019 be allocated to the 2019-20 fiscal year, as outlined in</p>

the documentation submitted at this meeting;

2) the school and centre deficits be covered by the additional revenues recognized in 2018-19, as outlined in the documentation submitted at this meeting.

Adopted

Resolution #19-12-19-9

Ms. Jennings states that this recommendation is being made in accordance with Section 96.24 of the Education Act, along with Section 193.4 of the Education Act, therefore it is in conformity with the law.

10.

For Consultation

10.1 2020-21 Budget Building Process

WHEREAS Section 275 of the *Education Act* states that after consulting with the governing boards and the parents' committee and taking into account the recommendations of the Resource Allocation Committee, the school board shall establish objectives and principles governing the allocation of its revenues;

WHEREAS as per Section 193.3 of the *Education Act* the Resource Allocation Committee must set up a consultation process with a view to establishing objectives and principles governing the annual allocation of revenues;

WHEREAS in conformity with Sections 275 and 193.3 of the *Education Act*, a document entitled Budget Building Process for 2020-21 has been created;

WHEREAS Appendix A of the aforementioned document describes the Objectives, Guiding Principles, Criteria and related Orientations proposed for 2020-21;

WHEREAS the Resource Allocation Committee and the Board Administrators have reviewed and endorsed this document;

IT WAS MOVED BY THE TRUSTEE, MS. M. JENNINGS, AND RESOLVED, as recommended by the Resource Allocation Committee, THAT:

1) the document entitled Budget Building Process for 2020-21 be approved and forwarded to the school and centre governing boards, the EMSB Parents' Committee, ACSES and CMAC for purposes of consultation as per Section 275 of the Education Act, as outlined in the documentation submitted at this meeting;

2) the document entitled Budget Building Process for 2020-21 be also forwarded to EMSAC for feedback, as outlined in the documentation submitted at this meeting;

3) the results of the consultation be returned to the Director of Financial Services, Ms. Livia Nassivera, no later than February 21, 2020.

Adopted

Resolution #19-12-19-10.1

Ms. Jennings states that this Budget Building Process is in accordance with Section 275 of the Education Act, and with Section 193.3 of the Education Act.

11.

Action Items

11.1 Framework for Managing the Risk of Corruption and Collusion in Contract Management

WHEREAS in response to the various recommendations of the Anti-Corruption Commissioner, the Charbonneau Commission and the Auditor General of Quebec as well as to the needs of public bodies, the Treasury Board adopted, on June 14, 2016, the *Directive concernant la gestion des risques en matière de corruption et de collusion dans les processus de gestion contractuelle* (hereinafter called the "Directive");

WHEREAS the Directive came into force on September 1st, 2016;

WHEREAS in accordance with the Directive, the EMSB needs to adopt a Framework for Managing the Risk of Corruption and Collusion in Contract Management by December 31st, 2019;

WHEREAS following adoption of the Framework for Managing the Risk of Corruption and Collusion in Contract Management, a Risk Management Plan will be presented to and adopted by the Director General;

IT WAS MOVED BY THE TRUSTEE, MS. M. JENNINGS, AND RESOLVED THAT, the Framework for Managing the Risk of Corruption and Collusion in Contract Management be adopted as presented;

AND THAT the Framework for Managing the Risk of Corruption and Collusion in Contract Management comes into force the day of its adoption.

Adopted

Resolution #19-12-19-11.1

Ms. Jennings states that she was very impressed by the actual framework that was presented, and one of the reasons why is that she sat on the Board of the CIUSSS, which falls under the same Treasury Board, with the same guidelines as all other centres regarding managing the risk of corruption and collusion. The CIUSSS receives a budget of 1.7 billion dollars with over 17,000 employees, there may be some challenges given the situation of our health and social services has a lot of people working there, with a wealth of expertise and experience to call on to develop this. Our school board is much tinier and Ms. Jennings thinks that the quality of work that was done in developing this framework is excellent.

11.2 Action Plan following Conseil du Trésor Audit

WHEREAS in January 2019, the Treasury Board informed the English Montreal School Board (the "EMSB") that it would be audited for the period of January 1st, 2017 to December 31st, 2018;

WHEREAS following this audit, the Treasury Board submitted a report on November 5th, 2019;

WHEREAS pursuant to this report, the EMSB is required to submit an action plan by December 20, 2019;

IT WAS MOVED BY THE TRUSTEE, MS. M. JENNINGS, AND RESOLVED THAT, the EMSB Contract Management Processes – 2019/2020 Action Plan be submitted to the Treasury Board, as presented, by December 20, 2019.

Adopted

Resolution #19-12-19-11.2

<p>12.</p>	<p><u>Seating of New Commissioner</u></p> <p>12.1 <u>Filling Oath of Office</u></p> <p>The Secretary General reported that the necessary Oath of Office had been completed by Mr. Mario Pietrangelo, Commissioner for Ward 8.</p> <hr/> <p>Ms. Jennings took the time to congratulate Mr. Pietrangelo.</p>
<p>13</p>	<p><u>Other Business</u></p> <p>13.1 <u>Resolution re: Trustee’s Participation at QESBA</u></p> <p>WHEREAS on November 6, 2019, Mrs. Marlene Jennings was appointed as Trustee to exercise the powers and functions of the Council of Commissioners of the English Montreal School Board (EMSB);</p> <p>WHEREAS on December 3, 2019, the Trustee adopted Resolution #19-12-03-8.2 on the nominations to the Board of Directors and to the Executive Committee of the QESBA;</p> <p>WHEREAS, on December 13, 2019, the Quebec English School Boards Association (QESBA) adopted Resolution # 19-12-13-03, which states the following:</p> <p style="padding-left: 40px;"><i>BE IT RESOLVED that the three current EMSB commissioners remain on the Board of Directors of the QESBA and vote on matters relating to any current and future legal procedures involving the QESBA or its member boards;</i></p> <p style="padding-left: 40px;"><i>BE IT RESOLVED that the votes by the EMSB commissioners on the QESBA Board of Directors on any other matter before the Board be recorded as abstentions;</i></p> <p style="padding-left: 40px;"><i>THAT Mrs. Jennings, in her capacity as EMSB Trustee, be invited to attend meetings of the QESBA Board of Directors as an observer with speaking rights solely on issues covered by her mandate as Trustee.</i></p> <p>WHEREAS the Trustee, Mrs. Marlene Jennings, acknowledges the QESBA Resolution #19-12- 13-03 and agrees with its content;</p> <p>IT WAS MOVED BY THE TRUSTEE, MS. M. JENNINGS, AND RESOLVED THAT in her capacity as English Montreal School Board Trustee, she will attend meetings of the Quebec English School Boards Association Board of Directors as an observer with speaking rights solely on issues covered by her mandate as Trustee;</p> <p>THAT EMSB Resolution #19-12-03-8.2 be rescinded upon adoption of the present Resolution by the EMSB Trustee;</p> <p>IT WAS FURTHER RESOLVED THAT this present Resolution be forwarded to the Quebec English School Boards Association Board of Directors.</p> <p>Adopted</p> <p style="text-align: right;"><u>Resolution #19-12-19-13.1</u></p>
	<p>Ms. Jennings states that she really appreciates QESBA’s openness and willingness to actually have discussions with her, so they can sort this all out to the mutual satisfaction of both entities.</p> <p>Ms. Jennings would ask that the resolution be sent to the Chairman of the EMSB and the commissioner who fall under the Board of Directors of QESBA, informing them that they will continue to be on QESBA’s Board of</p>

	Directors.
16.	<p><u>Adjournment</u></p> <p>On a motion by the Trustee, Ms. M. Jennings, the meeting was adjourned at 3:03 p.m.</p> <p>Adopted</p> <p style="text-align: right;"><u>Resolution # 19-12-19-16</u></p>
	<p>Signed in Montreal, _____</p> <p>_____</p> <p>Ms. Marlene Jennings, Chairman</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Me Nathalie Lauzière, Secretary General</p>