

## Parents' Committee Meeting

**Monday, October 31, 2022**

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Minutes of the Parents' Committee meeting held October 31, 2022, by Teams

**Present:**

Brittany Anderson	Representative - Kegaska School (by phone)
Kimberly Buffitt	Representative - St. Paul and Mountain Ridge schools
Marie-Lyne Monger	Representative – Harrington School
Charline Marcoux	Representative - École Gabriel-Dionne
Riita Strickland	Representative - Netagamou School
Nadia Wellman	Representative – Mgr-Scheffer School
Ashley Morency	Representative – Special Needs Advisory Committee

**Absent:**

Representatives from:	Mecatina School
	St-Augustine School
	École St-Joseph

**For the Centre de services scolaire du Littoral:**

Marc-André Masse	Administrator
Nadia Landry	Assistant Administrator
Marie Hamel	Director of Educational Services
Mona Bond	Coordinator of Human Resources Service (present in part only)
Stéphane Daoust	Director of Material Resources Service
Marie-Pier Rioux	Director of Financial Resources Service
Ana Osborne	Centre Director of Adult and Vocational Education
Geneviève Boucher	Administration Officer and Secretary General

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**MEETING – OCTOBER 31, 2022  
8:30 a.m. to noon**

**AGENDA**

**1. Parents' Committee Meeting**

- 1.1 Opening of the Meeting
- 1.2 Introduction of Members

**2. Reading and Adoption of the Agenda**

**3. Meeting held June 7, 2022, by ZOOM**

- 3.1 Reading and Adoption of the Minutes
- 3.2 Follow-up to the Meeting

**4. Items Submitted by Representatives**

- 4.1 \_\_\_\_\_
- 4.2 \_\_\_\_\_
- 4.3 \_\_\_\_\_

**5. Items Submitted by CSSL**

- 5.1 Role and Responsibilities of Governing Boards
  - 5.1.1 Training: Presentation and MEQ Website
- 5.2 Role and Responsibilities of Parents' Committee
  - 5.2.1 Quebec Federation of Home and School Associations: Membership  
<http://www.qfhsa.org/>
- 5.3 Financial Aid for Studies Outside of the Community (FASOC)
- 5.4 Representation on LNS Advisory Group: Nomination
- 5.5 Complaint Procedure and Student Ombudsman: CSSL Website
- 5.6 School Population 2022-2023

- 5.7 Financial Resources Service Report
- 5.8 Commitment-to-Success Plan
- 5.9 Educational Services
  - 5.9.1 Priorities
  - 5.9.2 School Field Trips
  - 5.9.3 Learning Assessment
  - 5.9.4 Intervention Plan
  - 5.9.5 French Language in the Territory
- 5.10 Human Resources Service Report
- 5.11 School Calendar 2023-2024
- 5.12 Telework
- 5.13 Other: \_\_\_\_\_  
\_\_\_\_\_

**6. Business Arising**

- 6.1 \_\_\_\_\_
- 6.2 \_\_\_\_\_
- 6.3 \_\_\_\_\_

**7. Date and Organization of the Next Meeting**

**8. Closure of the Meeting**

MINUTES	Follow-up
<p><b>1. Parents' Committee Meeting</b></p> <p><b>1.1 Opening of the meeting</b></p> <p>Given that no members of the Executive are present, Mr. Masse chairs the meeting. He welcomes the members of the committee and declares the meeting open at 8:33 a.m.</p> <p><b>1.2 Introduction of members</b></p> <p>The members of the committee and managers of the Centre de services scolaire du Littoral introduce themselves.</p>	
<p><b>2. Reading and Adoption of the Agenda</b></p> <p>The adoption of the agenda is proposed by Ms. Buffitt and seconded by Ms. Monger with the following additions:</p> <p>4.1 Organization of Sports Travel 4.2 Francization Teacher 5.13 Alloprof 5.14 Educational Services Policies</p> <p>The agenda remains open.</p>	
<p><b>3. Meeting held on June 7, 2022 by ZOOM</b></p> <p><b>3.1 Reading and Adoption of the Minutes</b></p> <p>It is proposed by Ms. Anderson and seconded by Ms. Wellman that the minutes be adopted with the following modification:</p> <p><u>In the French version only</u> 5.6 Financial Aid for Studies Outside of the Community – Replace the acronym “FASOC” by “AFEHC” in the first sentence.</p> <p><b>3.2 Follow-up to the Meeting</b></p> <p><b>4.1 (June 2, 2020) - Sports and Cultural Outings</b> – Mr. Masse mentions that the CSSL is still waiting for a response from the Ministry of Education regarding a letter that was sent by Mr. Philip Joyce last June. To be followed-up.</p> <p><b>4.2 (June 1, 2021) – Internet Access in Case of Power Failure</b> – Given the departure of Mr. Joyce, Mr. Masse will ensure follow-up with IT regarding the purchasing of bigger battery packs for Harrington School.</p>	<p><b>M-A. Masse</b></p> <p><b>M-A. Masse</b></p>

<p><b>5.10 (June 1, 2021) – St. Lawrence School: Consultation</b> – Mr. Daoust indicates that the bio-disc was repaired.</p> <p><b>5.1 (Oct. 26, 2021) – CSSL Priorities for 2021-2022</b>– Mr. Daoust shows data collected (3D photos) to facilitate building maintenance management.</p> <p><b>4.1 – Netagamiou School: Decontamination Work</b> – Mr. Daoust indicates that the engineering firm Englobe was contracted.</p> <p><b>5.4.2 – Special Education Policy</b> – Ms. Hamel indicates that the policy will be adopted by ordinance shortly.</p> <p><b>5.4.3 – Regulation Concerning Cases of Suspension and Expulsion</b> – Ms. Hamel indicates that the document will be adopted by ordinance shortly. All policies recently revised by Educational Services will be emailed to representatives after the meeting.</p> <p><b>5.4.4 – Summary Report</b> – Ms. Hamel will send the English version of the report to Ms. Boucher who will share it with representatives.</p> <p><b>5.5 – Policy on Substance Use and Problematic Internet Use Prevention</b> – The policy will be sent to all representatives.</p> <p><b>5.11 – Governing Board Emails</b> – Ms. Boucher asks representatives to indicate if they prefer that the school service centre uses their personal email or their governing board email to contact them. A discussion follows and it is decided that both emails will be used for all future communications.</p>	<p><b>Follow-up</b></p> <p><b>G. Boucher</b></p> <p><b>M. Hamel/ G. Boucher</b></p> <p><b>G. Boucher</b></p>
<p><b>4. Items Submitted by Representatives</b></p> <p><b>4.1 Organization of Sports Travel</b></p> <p>Mme Buffitt refers to a situation involving the use of regular flights for a sporting event. Mr. Masse explains that charters were reserved but had to be cancelled at the last minute due to the bad weather. A discussion follows on issues relating to the organization of sports outings. It is suggested that students travel to events in advance. Mr. Masse will bring this proposal to the CSSL sports committee. Ms. Hamel indicates that school field trips and the establishment of a clearer process (guide), so that parents and students are both better informed, will be discussed at point 5.9.2.</p> <p>Mr. Masse talks about the renewal of the sports agreement that ends this year, which Ms. Karine Monger, General Director of the MRC du Golfe-du-Saint-Laurent is working on. Ms. Wellman would like to know if the CSSL will contribute additional funding to the agreement. Ms. Rioux explains that the school service centre supported the MRC last year by advancing funds to cover costs so that students were not penalized. Ms. Buffitt suggests that the Ministry of Transportation (MTQ) double its contribution to the agreement given the reality of the Lower North Shore. Mr. Masse adds that he will be meeting with Ms. Monger regarding this dossier.</p>	<p><b>M-A. Masse</b></p> <p><b>M. Hamel point 5.9.2</b></p> <p><b>M-A. Masse</b></p>



<p><b>5.2.1 Quebec Federation of Home and School Associations: Membership</b></p> <p>Mr. Masse suggests that representatives become members of the Quebec Federation of Home and School Associations and the Fédération des comités de parents du Québec. Ms. Buffitt will ensure follow-up.</p>	<p><b>Follow-up</b></p>
<p><b>5.3 Financial Aid for Studies Outside of the Community (FASOC)</b></p> <p>Ms. Landry reminds representatives about the new the <i>Financial Aid for Studies Outside of the Community</i> (FASOC) which has been available since last July. She mentions that no applications have been received to this date. The financial aid was put in place to support students and learners who wish to pursue their training/internship outside their community to obtain a first qualification. A maximum of 2 800 \$ per student/learner is allocated annually. More information is available on the CSSL website.</p>	<p><b>K. Buffitt</b></p>
<p><b>5.4 Representation of LNS Advisory Group: Nomination</b></p> <p>Mr. Masse asks parents to nominate a representative to sit on the LNS Advisory Group. He lists all current members and indicates that the first meeting of the year will be held, by Teams, on November 8, 2022, at 2:30 p.m., LNS time/1:30 p.m., Sept-Îles time. The representative will be chosen later today, following the election of the new Executive of the Parents' Committee.</p>	<p><b>Representatives</b></p>
<p><b>5.5 Complaint Procedure and Student Ombudsman: CSSL Website</b></p> <p>Ms. Boucher explains the complaint procedure and representatives are invited to visit the CSSL website for more information. Ms. Boucher and Mr. Masse talk about the new <i>Act Respecting the National Student Ombudsman</i> and the selection process for regional student ombudsmen. Mr. Masse adds that a representative from the CSSL is invited to sit on the selection committee. He also mentions that he will be meeting with the National Student Ombudsman next week.</p> <p>Ms. Boucher tables the <i>2021-2022 Annual Report</i> from the current Student Ombudsman, Esq. Donatien Grenier. She indicates that the document is also available on the CSSL website and that no complaints were received by the Student Ombudsman last year.</p>	<p><b>M-A. Masse</b></p>
<p><b>5.6 School Population 2022-2023</b></p> <p>Ms. Hamel tables the <i>2022-2023 School Population</i>. She indicates that 398 students were declared on September 30, 2022, and funding will be allocated according to that number. Mr. Masse specifies that there are 30 fewer students compared to last year.</p> <p>Mr. Masse indicates that two new families recently moved to Tête-à-la-Baleine. Ms. Marcoux mentions that their integration is going well.</p>	
<p><b>5.7 Financial Resources Service Report</b></p> <p>Ms. Rioux tables the <i>Financial Resources Service Report</i>. She provides additional information on cash balance, temporary loans, and accumulated surplus.</p>	

<p><b>5.8 Commitment-to-Success Plan</b></p> <p>Ms. Landry talks about the renewal of the CSSL <i>Commitment-to-Success Plan</i>. She mentions that the Commitment-to-Student-Success Committee met in September 2022 and is currently working on surveys to be sent to all CSSL parents, students, teachers, and employees. She adds that the committee will meet next on November 9, 2022, to finalize the surveys which will be sent out at the end of the month. She invites representatives to fill out the surveys and to promote them to parents in order to obtain an accurate picture of our organization.</p> <p><b>5.9 Educational Services</b></p> <p><b>5.9.1 Priorities</b></p> <p>Ms. Hamel talks about the top three priorities at Educational Services for 2022-2023 which are authentic learning, supporting schools to become autonomous, and providing the same services to all CSSL students.</p> <p><b>5.9.2 School Field Trips</b></p> <p>The item was discussed at point 4.1.</p> <p><b>5.9.3 Learning Assessment</b></p> <p>Ms. Hamel talks about the <i>Learning Assessment Policy</i> that is currently being developed. This policy will provide guidelines to schools regarding student evaluation. To be followed-up.</p> <p><b>5.9.4 Intervention Plan</b></p> <p>Ms. Hamel mentions that Educational Services is working on finding a way to make intervention plans more accessible to teachers and parents while maintaining confidentiality. To be followed-up.</p> <p><b>5.9.5 French Language in the Territory</b></p> <p>Ms. Hamel refers to Bill 96 (<i>An Act respecting French, the official and common language of Québec</i>) and explains that a consultation was held last year at Mgr-Scheffer School regarding its language of instruction. During the consultation, parents highlighted the importance of French usage in the school, while also acknowledging the challenges students are facing given the fact that they are living in a predominantly English-speaking community. Ms. Hamel indicates that they are looking at ways to make this work while respecting the wishes of the parents. She invites representatives to contact her if they have any questions.</p> <p><b>5.10 Human Resources Service Report</b></p> <p>Mr. Masse lists the positions that have been filled this year and those still vacant. He specifies that it is difficult to find teachers for French as a Second Language (FSL) and French Mother Tongue.</p>	<p><b>Follow-up</b></p> <p><b>N. Landry</b></p> <p><b>Representatives</b></p> <p><b>M. Hamel</b></p> <p><b>M. Hamel</b></p>
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<p>Mr. Masse mentions that a headhunting firm was mandated by the CSSL to support the Human Resources Service fill certain positions.</p> <p><b>5.11 School Calendar 2023-2024</b></p> <p>Mr. Masse tables the proposal for the 2023-2024 <i>School Calendar</i> and explains the reasons why the calendar was not shared with parents at the last meeting. Representatives are invited to send their comments at <a href="mailto:srh@csdulittoral.qc.ca">srh@csdulittoral.qc.ca</a>.</p> <p><b>5.12 Telework</b></p> <p>Mr. Masse explains that a consultation will be held with managers regarding the possibility of hiring new resources that would work, temporarily, outside the territory (telework). He asks for parents' feedback. He adds that this topic as well as the difficulties in recruitment will be discussed at the next LNS Advisory Group meeting. Ms. Buffitt indicates the importance of being cautious since the objective is to bring more people to the territory.</p> <p><b>5.13 Alloprof</b></p> <p>Mr. Masse invites parents and students to visit the Alloprof website which offers information and support, in English and in French, on various subjects (math, sciences, French, etc.).</p> <p><b>5.14 Educational Services Policies</b></p> <p>This item was discussed at point 3.2 (Follow-up).</p>	<p><b>Follow-up</b></p> <p><b>Representatives</b></p> <p><b>M-A. Masse</b></p> <p><b>M-A. Masse</b></p>
<p><b>6. Business Arising</b></p> <p>No new points are added.</p>	
<p><b>7. Date and Organization of the Next Meeting</b></p> <p>A discussion follows on the format of the meetings. It is decided that the next meeting will be held in person, in Blanc-Sablon, on May 24, 2023.</p>	
<p><b>8. Closure of the Meeting</b></p> <p>It is proposed by Ms. Buffitt and seconded by Ms. Monger that the meeting be adjourned at 11:03 a.m.</p>	

  
 Marc-André Masse, Administrator

  
 Geneviève Boucher, Secretary

Opening of elections at 11:04 a.m. on October 31, 2022

1. **President of the assembly**

Ms. Geneviève Boucher accepts the position of President of the assembly.

2. **Secretary of the assembly**

Ms. Marie-Pier Rioux accepts the position of Secretary of the assembly.

3. **Executive of the Parents' Committee**

**Nominations for Chairperson**

Nominee	Proposed by	Seconded by	Accept / Yes or No
Nadia Wellman	Kimberly Buffitt	Marie-Lyne Monger	No
Marie-Lyne Monger	Kimberly Buffitt	Nadia Wellman	No
Brittany Anderson	Marie-Lyne Monger	Kimberly Buffitt	No
Kimberly Buffitt	Nadia Wellman	Marie-Lyne Monger	Yes
Riita Strickland	Charline Marcoux	Kimberly Buffitt	No

It is proposed by Ms. Nadia Wellman and accepted unanimously that nominations for Chairperson be closed.

Ms. Kimberly Buffitt is elected by acclamation.



**Nominations for First Vice-Chair**

Nominee	Proposed by	Seconded by	Accept / Yes or No
Nadia Wellman	Kimberly Buffitt	Marie-Lyne Monger	Yes

It is proposed by Ms. Marie-Lyne Monger and accepted unanimously that nominations for First Vice-Chair be closed.

Ms. Nadia Wellman is elected by acclamation.



### Nominations for Second Vice-Chair

Nominee	Proposed by	Seconded by	Accept / Yes or No
Charline Marcoux	Marie-Lyne Monger	Riita Strickland	Yes

It is proposed by Ms. Kimberly Buffitt and accepted unanimously that nominations for Second Vice-Chair be closed.

Ms. Charline Marcoux is elected by acclamation.



**Chairperson:** Ms. Kimberly Buffitt was elected Chairperson of the Parents' Committee.

**Vice-Chairs:** Ms. Nadia Wellman was elected First Vice-Chair.  
Ms. Charline Marcoux was elected Second Vice-Chair.

#### 4. Closing of the assembly

It is proposed by Ms. Kimberly Buffitt and accepted unanimously that the election meeting be closed at 11:13 a.m.



## **Extract from the minutes of the Parents' Committee**

Date: October 31, 2022

It was proposed by: Marie-Lyne Monger  
and seconded by: Riita Strickland

that the Chairperson and the First Vice-Chair of the Parents' Committee be elected representatives of the Centre de services scolaire du Littoral Parents' Committee and that Ms. Kimberly Buffitt and Ms. Nadia Wellman be the signing authorities for the Parents' Committee account #1377. The signing authority for the Emergency Fund account #1658 remains Ms. Wellman, parent representative.

Adopted unanimously.

