

## Parents' Committee Meeting

Thursday, November 2, 2023

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Minutes of the Parents' Committee meeting held November 2, 2023, in Blanc-Sablon

**Present:**

Kimberly Buffitt	Chairperson and representing St. Paul School
Charline Marcoux	Second Vice-Chair and representing École Gabriel-Dionne
Shally Bateman	Representative – Mecatina School (by Teams)
Érica Joncas	Representative – École Mgr-Scheffer
Geneva Jones	Representative - Netagamiou School
April Kippen	Representative - Kegaska School (by Teams)
Susie Martin	Representative – St. Augustine School (by Teams)
Marie-Lyne Monger	Representative – Harrington School
Ashley Roberts	Representative - Mountain Ridge School (by Teams)
Ashley Morency	Representative – Special Needs Advisory Committee (by Teams)

**Absent:**

Representative from: 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
Valérie Roux	Director of Human Resources Service and Secretary General
Geneviève Boucher	Administrative Management Officer (by Teams)

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**MEETING – NOVEMBER 2, 2023**  
**3 p.m. to 7 p.m.**

**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 14, 2023 by Teams**

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

**4. Items Submitted by Representatives**

- 4.1 Sporting Events:
  - 4.1.1 Transportation (*Mgr-Scheffer*)
  - 4.1.2 CSSL Clothing (*Mgr-Scheffer*)
- 4.2 Gymnasium Accessibility (*Mgr-Scheffer*)
- 4.3 Lack of Space (*Mgr-Scheffer*)
- 4.4 Internet Back-Up (*Harrington*)
- 4.5 Generator (*Harrington*)
- 4.6 Other: \_\_\_\_\_

**5. Items Submitted by CSSL**

- 5.1 Administrative Services Reports
  - 5.1.1 Financial Resources Service
  - 5.1.2 Material Resources Service

- 5.1.3 Information Technology Service
- 5.1.4 Human Resources Service
- 5.1.5 Educational Services
- 5.2 Role and Responsibilities of Parents' Committee
- 5.3 Commitment-to-Success Plan 2023-2027 (CTSP)
- 5.4 Promotion of Services Offered by Adult and Vocational Education Services
- 5.5 Policy of the Evaluation of Learning and Promotion: Consultation
- 5.6 Reference Guide for School Trips
- 5.7 Calendars for Sports and Cultural Events in 2023-2024
- 5.8 School Population for 2023-2024 and Projections for Coming Years
- 5.9 Directive from the Ministry of Education: Cell Phones
- 5.10 Regional Student Ombudsman and 2022-2023 Report
- 5.11 Sustainable Development Policy: deposit
- 5.12 Bilingualism on the Lower North Shore
- 5.13 Other: \_\_\_\_\_  
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**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>The Chair, Ms. Buffitt, welcomes the members of the committee and declares the meeting open at 3:07 p.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. Jones and seconded by Ms. Monger with the following additions:</p> <ul style="list-style-type: none"> <li>4.6 Student Assessments</li> <li>4.7 CCQ</li> <li>4.8 Student Recreation Technician</li> <li>4.9 Homework Assistance Budget</li> <li>4.10 Immobilization</li> <li>4.11 Residence</li> <li>5.13 2024-2025 School Calendar</li> </ul> <p>The agenda remains open.</p>	
<p><b>3. Meeting held on June 14, 2023 by Teams</b></p> <p><b>3.1 Reading and Adoption of the Minutes</b></p> <p>It is proposed by Ms. Jones and seconded by Ms. Buffitt that the minutes be adopted as presented.</p> <p><b>3.2 Follow-up to the Meeting</b></p> <p><b>4.1 (June 2, 2020) - Sports and Cultural Outings</b> – Ms. Buffitt and Mr. Masse will meet to write a joint letter to various ministries regarding the issues with sports and cultural outings.</p> <p><b>5.1 (October 31, 2022) – Role and Responsibilities of Governing Boards</b> – Mr. Masse indicates that it is status quo for the moment between English school boards and the Québec government. He adds that this situation has no impact on the school service centre, given its special status.</p>	<p><b>K. Buffitt/ M-A. Masse</b></p>

<p>Ms. Buffitt suggests that the next Chair of the Parents' Committee be responsible for organizing a training session on the role and responsibilities of Governing Board members.</p> <p><b>4.4 – Sports Travel</b> – Ms. Joncas indicates that many parents believe that "moustique" level students did not travel to the regional competition for budgetary reasons. Ms. Landry indicates that, given the number of students in the delegation, it was decided by the coaches and those involved that only the older students would travel to the event. She adds that a sports committee has been put in place this year to manage the organization of sporting events.</p> <p><b>4.6 – Swimming Pool</b> – The resolution in support of the pool project was sent to Mr. Armand Joncas by Ms. Buffitt. Ms. Boucher asks for a copy of the signed resolution, in French and in English. Ms. Buffitt will forward it to her.</p> <p><b>5.5 – Bill 96 (An Act respecting French, the official and common language of Québec)</b> – Ms. Buffitt talks about the new requirement for students enrolled in a program of study leading to a Diploma of College Studies. A discussion follows on measures that could be put in place to prepare CSSL English-speaking students. Ms. Martin suggests that parents be informed of this new obligation. To be followed-up.</p>	<p><b>Follow-up Chair of the Parents' Committee next year</b></p> <p><b>K. Buffitt</b></p> <p><b>K. Buffitt/ M-A. Masse</b></p>
<p><b>4. Items Submitted by Representatives</b></p> <p><b>4.1 Sporting Events:</b></p> <p><b>4.1.1 Transportation</b></p> <p>Ms. Joncas reads an excerpt from the <i>Reference Guide for School Trips</i>. She indicates that the procedure for the 60 % reimbursement from the Ministère des Transports (MTQ) (<i>Regional Air Access Program</i>) is very complicated for parents, especially those with children in multiple sports. She mentions situations where it was difficult for parents to receive the reimbursement and transfer it to the CSSL. It is mentioned that sums are still due to the school service centre.</p> <p>Ms. Buffitt suggests holding a meeting between representatives of the Parents' Committee, the MRC du Golfe-du-Saint-Laurent (MRCGSL) and the MTQ to find a way of improving the procedure and to understand why only 65 % of the program's budget was used last year.</p> <p>Mr. Masse talks about the <i>Entente sectorielle de développement visant la participation des jeunes en provenance de la MRCGSL aux activités provinciales, régionales et sous-régionales de sport 2023-2028</i>. He adds that he spoke with Ms. Kateri Champagne Jourdain, Member for Duplessis and Minister Responsible for the Côte-Nord Region, and Mr. Yves Montigny, government assistant to the MTQ, about the challenges of transportation on the territory.</p>	<p><b>K. Buffitt/ M-A. Masse</b></p>

<p>Mr. Masse indicates that discussions have taken place with the MTQ to facilitate the reimbursement process, but to no avail. He will verify with Ms. Marie-Pier Rioux, Director of Financial Resources Service, what options were presented to the MTQ.</p> <p>A discussion follows on how each school distributes the reimbursements (checks) to parents. A common procedure for all schools is suggested. Mr. Masse will ensure follow-up with principals.</p> <p>A discussion follows on the type of bus used to transport students to events. Ms. Landry proposes that Mr. Jesse Metcalf, Recreational Activities Technician, contact Mr. Éric Boucher, Director General of the Réseau du sport étudiant du Québec de la Côte-Nord (RSEQ Côte-Nord) regarding this issue. Ms. Landry will also verify the regulations for bus travel and luggage transportation.</p> <p>Ms. Buffitt, on behalf of the Parents' Committee, and Mr. Masse, on behalf of the CSSL, will each send a letter to the MTQ, the Ministère de l'Éducation (MEQ) and the Ministère des Affaires municipales et de l'Habitation (MAMH) regarding transportation issues on the Lower North Shore. Ms. Buffitt and Mr. Masse will also contact Ms. Karine Monger, Director General of the MRCGSL, to request a meeting with mayors.</p>	<p><b>Follow-up</b></p> <p><b>M-A. Masse</b></p> <p><b>M-A. Masse</b></p> <p><b>N. Landry</b></p> <p><b>N. Landry</b></p> <p><b>K. Buffitt/ M-A. Masse</b></p> <p><b>K. Buffitt/ M-A. Masse</b></p>
<p><b>4.1.2 CSSL Clothing</b></p> <p>Ms. Joncas asks if tracksuits and matching shirts could be provided to students participating in sporting events. Ms. Landry indicates that the sports committee is currently working on a catalog which should be available soon.</p>	<p><b>N. Landry</b></p>
<p><b>4.2 Gymnasium Accessibility</b></p> <p>Ms. Joncas talks about the difficulties in accessing her school's gymnasium after school hours. Mr. Masse explains that users must hold a liability insurance to have access to the gymnasium and that an agreement must be in place in each community. He adds that this new obligation is a request from the CSSL's insurance company.</p> <p>Mr. Masse indicates that the cost of liability insurance, if taken by a sports or leisure committee, is approximately 150 \$ instead of 3000 \$.</p> <p>Mr. Masse mentions that insurance companies must be notified when special events are held.</p> <p>Mr. Masse explains that some municipalities are co-owners of the gymnasiums.</p>	

<b>4.3 Lack of Space</b>	<p>Ms. Joncas talks about the lack of space at École Mgr-Scheffer for storing equipment donated by the municipality. The Governing Board would like to turn the two locker rooms into a storage space. Mr. Masse indicates that the school principal must submit a project to Material Resources Service. If the project exceeds 30 000 \$, it must be submitted to the MEQ for authorization, which may take up to a year to obtain. He adds that Material Resources Service is currently preparing projects for the 2025-2026 school year and explains that renovation costs have increased significantly in recent years.</p>	<b>Follow-up</b>
<b>4.4 Internet Back-Up</b>	<p>Ms. Monger mentions that there is no Internet backup at Harrington School. Mr. Masse indicates that it should be connected to the generator. He adds that a new power pack will be purchased soon to replace the old one. Ms. Monger indicates that the power pack lasts about 15 minutes. Mr. Masse will ensure follow-up at the next meeting.</p>	
<b>4.5 Generator</b>	<p>Ms. Monger mentions that there is no generator at Harrington School. Mr. Masse indicates that there should be one. Ms. Monger states that it is only for emergency lighting.</p> <p>Mr. Masse talks about the generator project, which began a few years ago. He will verify with Material Resources Service to find out when a generator will be purchased and installed at Harrington School. Ms. Monger adds that there is no generator at the teachers' residence. Mr. Masse indicates that a generator was purchased a few years ago. He will verify with Material Resources Service and ensure follow-up with Ms. Monger. He mentions that the purchase and installation of a generator in a school is usually a two-year project.</p>	
<b>4.6 Student Assessments</b>	<p>Ms. Buffitt wishes that students be assessed on their level of knowledge to know where they stand. She adds that both St-Paul and Mountain Ridge governing boards passed a resolution to that effect. Ms. Hamel indicates that a few tests are available, but principals decided not to use them. She will forward this request to principals.</p> <p>A discussion follows on term evaluations and results. Ms. Hamel indicates that parents can ask for a revision of marks. Ms. Buffitt stresses the importance of providing more information to parents, especially those whose children are failing (recovery plan).</p> <p>Ms. Hamel mentions that the focus this year is the evaluation of competency. However, given that it is impossible to evaluate all students at the same time, urgent cases (those repeating or failing) will be prioritized.</p>	

<p>Links between success rates and student absences, teacher substitution, human resources difficulties and tools available to parents (Alloprof and LEARN) are discussed.</p> <p>Ms. Buffitt strongly suggests an evaluation of the situation at each level, for each student. Ms. Hamel will try to find a solution.</p> <p><b>4.7 CCQ</b></p> <p>Ms. Monger talks about the <i>Culture and Citizenship in Quebec (CCQ)</i> program. Mr. Masse indicates that the program was recently translated by the MEQ and that it is currently being verified by Educational Services. Ms. Hamel adds that the CSSL is working with English school boards on its implementation and, if it is not ready for next September, it will be put on hold.</p> <p><b>4.8 Student Recreation Technician</b></p> <p>Ms. Buffitt asks if funds will still be available next year to hire student recreation technicians. Mr. Masse indicates that it depends on whether the MEQ renews measure 15025 (<i>Minimum service to schools</i>). Mr. Masse adds that measure 15028 (<i>Extracurricular activities in secondary school</i>) is also used, in part, to finance this type of position.</p> <p><b>4.9 Homework Assistance Budget</b></p> <p>Ms. Jones would like information regarding the <i>Homework Assistance Program</i>, which seems to be working differently this year. Ms. Monger indicates that the measure was modified this year. Ms. Hamel and Mr. Masse will verify with Ms. Marie-Pier Rioux and ensure follow-up at the next meeting.</p> <p><b>4.10 Immobilization</b></p> <p>Ms. Marcoux would like information on the status of the "nuns' house" in Tête-à-la-Baleine. Mr. Masse explains that, given the high cost of renovation (over \$1,000,000), the house will be demolished. Mr. Masse adds that the school service centre is currently analyzing the possibility of rebuilding a house, since the MEQ could finance the reconstruction.</p> <p><b>4.11 Residence</b></p> <p>Ms. Marcoux would like to know if an employee can remain in their CSSL residence while on maternity leave. Mr. Masse explains that they can. However, if they leave the village, they cannot sublet the residence or lend it to a family member.</p>	<p><b>Follow-up</b></p> <p><b>M. Hamel</b></p> <p><b>M. Hamel</b></p> <p><b>M. Hamel/ M-A. Masse</b></p>
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5. Items Submitted by the CSSL	Follow-up
<p data-bbox="207 289 683 321"><b>5.1 Administrative Services Reports</b></p> <p data-bbox="297 352 722 384"><b>5.1.1 Financial Resources Service</b></p> <p data-bbox="386 415 1260 541">Ms. Marie-Pier Rioux joins the meeting to present the <i>Financial Resources Service Report</i>. She indicates that the CSSL's financial statements were sent to the MEQ in October, and provides additional information on temporary loans, the accumulated surplus and the deficit.</p> <p data-bbox="386 573 1260 699">Ms. Rioux explains the main reasons for the deficit, which include the decrease in the number of students, the addition of professional and administrative resources on the territory as well as the renovation of residences.</p> <p data-bbox="386 730 1260 825">Ms. Rioux explains that the CSSL can access up to 15% of its accumulated surplus each year. Beyond this percentage, the school service centre will be put on a recovery plan by the Ministry.</p> <p data-bbox="386 856 1260 919">Ms. Joncas asks if the CSSL's budget has been adjusted to counter inflation. Mr. Masse indicates that it has been increased slightly.</p> <p data-bbox="297 951 706 982"><b>5.1.2 Material Resources Service</b></p> <p data-bbox="386 1014 1260 1108">Mr. Masse presents the <i>Material Resources Service Report</i>, prepared by Mr. Stéphane Daoust, Director. He lists all current and upcoming major projects for the 2023-2024 school year.</p> <p data-bbox="386 1140 1260 1203">Mr. Masse explains that projects to be prioritized will now be determined by a new computer system.</p> <p data-bbox="386 1234 1260 1350">Mr. Masse indicates that construction of the 14 housing units will begin in October 2024 and that a team from the Centre de services scolaire Marie-Victorin is supporting the Material Resources Service in this project.</p> <p data-bbox="386 1381 1260 1444">Ms. Joncas suggests that an estimated timeline for each project be included in the report.</p> <p data-bbox="386 1476 1260 1759">Ms. Roberts would like information on the playground project in Vieux-Fort. Mr. Masse provides some information. Ms. Landry explains that additional funding for this type of project is available through the <i>Programme d'assistance financière aux initiatives locales et régionales en matière d'activité physique et de plein air</i> (PAFILR) on the URLS Côte-Nord website. She adds that funding is also available through the <i>Programme d'aide financière aux infrastructures récréatives, sportives et de plein air</i> (PAFIRSPA) on the MEQ website. Ms. Landry will email the links to these programs to representatives.</p>	<p data-bbox="1333 1388 1479 1419"><b>M-A. Masse</b></p> <p data-bbox="1341 1703 1471 1734"><b>N. Landry</b></p>

<p>Ms. Rioux indicates that measure 50530 (<i>Schoolyard improvements</i>) can also be used. Mr. Masse reminds representatives that a project must be submitted to the Material Resources Service. Ms. Buffitt and Ms. Roberts indicate that projects for Mountain Ridge and St-Paul schools have been submitted and approved. Mr. Masse will verify and ensure follow-up at the next meeting.</p> <p><b>5.1.3 Information Technology Service</b></p> <p>Mr. Masse tables the <i>Information Technology Service Report</i>. He mentions that laptops are replaced every four years and that the old ones are offered to other school service centres.</p> <p>Ms. Landry would like to know whether parents are using the laptops provided by the CSSL for Governing Boards. The majority indicate that they do not have access to a laptop, except for representatives from Gabriel-Dionne and Harrington schools. Ms. Landry will ensure follow-up with the Information Technology Service.</p> <p><b>5.1.4 Human Resources Service</b></p> <p>Ms. Roux tables the <i>Human Resources Service Report</i>.</p> <p>Ms. Buffitt would like to have the contact information for the Regional Student Ombudswoman, Ms. Chloé Corneau. Ms. Roux will provide this information under item 5.10. Mr. Masse mentions that Ms. Corneau would like to meet with CSSL parents. Ms. Roux indicates that an invitation has already been sent out.</p> <p><b>5.1.5 Educational Services</b></p> <p>Ms. Hamel tables the <i>2022-2023 Educational Services Annual Report</i>. She explains that answering school needs as well as developing their autonomy and supporting them is among their priorities.</p> <p>Ms. Joncas would like to know whether members of the Educational Services team visit schools and meet with students from time to time during the year. Ms. Hamel indicates that they do, on several occasions. Ms. Joncas invites administrative managers to visit schools more often as students really enjoy these visits.</p> <p><b>5.2 Role and Responsibilities of Parents' Committee</b></p> <p>Mr. Masse tables an excerpt from the <i>Education Act</i> pertaining to the role and responsibilities of the Parent's Committee.</p> <p>He indicates that discussions at Parents' Committee meetings should focus on pedagogy only. For all other matters, he invites representatives to contact their school principal, who will bring their questions/issues to the administrator.</p>	<p><b>Follow-up</b></p> <p><b>M-A. Masse</b></p> <p><b>N. Landry</b></p> <p><b>V. Roux at point 5.10</b></p> <p><b>K. Buffitt</b></p>
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<p><b>5.3 Commitment-to-Success Plan 2023-2027</b></p> <p>Mr. Masse tables the final version of the <i>Commitment-to-Success Plan 2023-2027</i> (CTSP) which has been approved by the MEQ. The two priorities are: educational success and the development of expertise. He adds that schools and administrative services are currently working on their respective action plan.</p> <p>Ms. Landry talks about the communication plan to promote the CTSP.</p> <p>Mr. Masse mentions the dVision tool which gathers data from the school service centre.</p> <p>Ms. Marcoux indicates that there is no information related to École Gabriel-Dionne in Mozaik-Portail. Ms. Hamel explains that technical difficulties were encountered this year with the smaller schools. Mr. Masse indicates that its use is mandatory and that a solution must be found.</p> <p><b>5.4 Promotion of Services Offered by Adult and Vocational Education Services</b></p> <p>Ms. Ana Osborne, Director of centre, Ms. Julie Dumas and Ms. Marsha Buckle, teachers, join the meeting to present services offered by Adult and Vocational Education Services.</p> <p><b>5.5 Policy on the Evaluation of Learning and Promotion: Consultation</b></p> <p>Ms. Hamel tables the final version of the <i>Policy on the Evaluation of Learning and Promotion</i>. She invites representatives to contact their school principal if they have any questions or comments. She adds that the policy may be revised each year if needed.</p> <p><b>5.6 Reference Guide for School Trips</b></p> <p>Ms. Hamel tables the <i>Reference Guide for School Trips</i>. She invites representatives to read the document and contact Ms. Katia Tardif, Assistant Director of Educational Services, if any modifications are required.</p> <p>A discussion follows regarding students travelling without a chaperone.</p> <p><b>5.7 Calendars for Sports and Cultural Events in 2023-2024</b></p> <p>Ms. Hamel tables the <i>Calendar of Student Life Events</i> and the <i>Sports Calendar</i> for the 2023-2024 school year. She indicates that there may be a change regarding the date of the local badminton event. The updated version will be posted on the CSSL website.</p> <p>Ms. Hamel mentions that Ms. Melanie Robertson is the Student Life Animator for the 2023-2024 school year.</p>	<p><b>Follow-up</b></p> <p><b>M. Hamel</b></p> <p><b>M. Hamel</b></p>
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<p><b>7. Date and Organization of the Next Meeting</b></p> <p>The next meeting will be held on June 4, 2023, by Teams.</p>	<p><b>Follow-up</b></p>
<p><b>8. Closure of the Meeting</b></p> <p>It is proposed by Ms. Buffitt and seconded by Ms. Marcoux that the meeting be adjourned at 8:55 p.m.</p>	

  
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 Kimberly Buffitt, Chairperson

  
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 Geneviève Boucher, Meeting Secretary