



Commission scolaire **Riverside**
Riverside School Board

ANNUAL REPORT 2009-2010



Choose Riverside for a real-world education.





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REPORT FROM THE CHAIRMAN AND THE DIRECTOR GENERAL

New Director General / Other Key Personnel Changes

In January 2010, Mr. Stephen Lessard, former Assistant Director General, was appointed Director General following Mr. Kevin Lukian's retirement.

Committees in which the new Director General is active include the Advisory Board on English Education and Youth Transitioning to CEGEP. He also chaired two focus groups held in February 2010 with the Administrative Leadership candidates and the professionals from Educational Services. These groups provided valuable feedback for the Director General as well as the School Board.

Other key personnel changes included a new Director of Secondary Schools, a new Interim Director of Human Resources, a new Assistant Director of Human Resources and a new Assistant Director of Financial Resources. In fulfilling part of the Board's objectives, an Internal Auditor was also appointed in February 2010.

A major change of the 2009-2010 school year was the introduction of Bill 88 (an Act to amend the Education Act and other legislative provisions). This resulted in the establishment of a new Governance and Ethics Committee, an Audit Committee and a Human Resources Committee. It also required the Board to revise the existing Strategic Plan (more information on the changes to the Strategic Plan can be read further on in this publication).

An enhanced and more modern website was launched in January 2010.

The end of the 2009-2010 school year saw the closure of Royal Oak school. Students were re-zoned to Good Shepherd. A special Open House was organized in January 2010 to invite parents and students to Good Shepherd to showcase the school.

A partnership with the Montreal Impact was launched and four bursaries of \$250 each were awarded to students on April 25th at the Montreal Impact game.

Mrs. Myra Kestler, Principal at Harold Napper School, was named one of 2010's Outstanding Principals by The Learning Partnership. A great accomplishment!

Report

FROM THE CHAIRMAN AND
THE DIRECTOR GENERAL



Report

FROM THE CHAIRMAN AND
THE DIRECTOR GENERAL

Student Ombudsman

A Student Ombudsman was appointed in May 2010 as well as a part-time assistant. Reporting directly to the Council of Commissioners, the Student Ombudsman provides impartial and consultative aid to students and parents of the Riverside community. More information on the complaint process and the ombudsman's role can be found on the Board's website. www.rsb.qc.ca

New Programs

A new arts concentration program was introduced at Heritage Regional High School. The Fine Arts Focus provides a vibrant arts core education that promotes academic success through artistic exploration. Students have the opportunity to participate in performances and exhibitions and to develop their artistic potential. Students in the program have a reduced academic day to allow for two hours of art instruction per day.

The Pharmacy Technical Assistance and Home Care Assistance program was introduced at ACCESS Adult Education Centre allowing students to acquire the certified training required to pursue a career as a Pharmacy Technical Assistant or Home Care Assistant.

Promotional Video

A promotional video for Riverside School Board was produced featuring RSB students of all ages. The students could be seen and heard expressing what they would like to become when they grow up. This innovative video was an exciting learning experience for all and provided some great exposure for the Board. It can be seen at www.rsb.qc.ca

Spring Conference, May 2010

Riverside School Board, in conjunction with Q.E.S.B.A. (Quebec English School Boards Association) and A.A.E.S.Q. (Association of Administrators of English Schools of Quebec), was the host board for the Annual Spring Conference that took place in Mont-Tremblant. This conference allowed school administrators and commissioners from across the province to meet and discuss hot topics facing educators today. In addition to the positive exchanges, attendees were treated to an array of exciting musical and dance performances by elementary and secondary students from Riverside.



Report

FROM THE CHAIRMAN AND
THE DIRECTOR GENERAL

Policy and By-Law Development

The following were adopted in 2009-2010 to reinforce our values and guide our actions in the future (click on the underlined links to see the policy):

- [H1N1 Pandemic Preparation and Response Plan](#)
- [Revised Policy on a Drug-Free and Violence-Free Atmosphere](#)
- [Communication Policy](#)
- [Policy on the Allocation of Resources](#)
- [Policy on the Use of Technology](#)
- [Policy Introducing Students to Democracy](#)
- [By-Law # 14: Examination of Complaints](#)

Major Capital Investments

Capital building projects in the order of approximately \$4 Million were completed in 2009-2010 in 12 schools (click [here](#) for more details). Major projects consisted of masonry replacement and restoration, restoration of HVAC units and boiler replacement, washroom and water piping renovations, plaster restoration, partial roof replacement and repair, plaster restoration, window replacement and gym floor replacement. These improvements continue to enhance the quality of the learning and work environment of all students and staff in our schools.

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Completed Renovations at Chambly Academy

The \$5.5 million renovation and construction project at Chambly Academy was completed for the start of the 2009 school year. The school now boasts a new gymnasium, library, special needs area as well as an improved cafeteria. An open house and ribbon cutting ceremony took place on November 5, 2009. The renovations have enhanced school pride and improved student engagement.

Anti-Bullying Campaign

An important anti-bullying campaign took place at Riverside School Board featuring spokesperson and NHL player Maxim Lapierre. Posters were distributed to all schools; a radio public-service campaign took place; anti-bullying bookmarks were distributed to students; and all materials were made available on the Board's website. The Board continues to promote a violence-free atmosphere in all schools and centres.



Succession Planning

Succession planning remains a priority for Riverside School Board. Two innovative programs are in place: the Administrative Mentoring Program as well as the Administrative Leadership Program (ALP). Six candidates from the ALP graduated in May 2010.

Moira Bell
Chairman

Stephen Lessard
Director General

Report

FROM THE CHAIRMAN
AND THE DIRECTOR GENERAL



MISSION STATEMENT

Riverside School Board is committed to providing a stimulating and caring environment, which enables all students to achieve personal success.

LIST OF SCHOOLS

Riverside School Board is home to over 9,000 students in 19 elementary schools, 5 high schools and 1 adult and career centre, servicing 115 municipalities. Its territory spans more than 7,500 square kilometres and extends from Sorel in the north, Sainte-Catherine in the west, south to the United States border and several kilometres east of the Richelieu River. It is internationally recognized as the birthplace of French immersion, established over 40 years ago, and boasts one of the highest graduation rates of the 72 schools boards in Quebec, consistently placing in the top five.

MISSION STATEMENT & LIST OF SCHOOLS

ELEMENTARY SCHOOLS

SCHOOL	ADDRESS	TELEPHONE	ENROLMENT 2009-2010
Boucherville	800 Père-Lejeune, Boucherville, Qc. J4B 3K1	450 550-2512	193
Cedar Street	250 Cedar, Beloeil, Qc. J3G 3M1	450 550-2513	154
Courtland Park	1075 Wolfe, St. Bruno, Qc. J3V 3K6	450 550-2514	225
Good Shepherd	5770 Aline, Brossard, Qc. J4Z 1R3	450 676-8166	238
Greenfield Park Primary International	776 Campbell, Greenfield Park, Qc. J4V 1Y7	450 672-0042	280
Harold Napper	6375 Baffin, Brossard, Qc. J4Z 2H9	450 676-2651	550



LIST OF SCHOOLS

SCHOOL	ADDRESS	TELEPHONE	ENROLMENT 2009-2010
Harold Sheppard	6205 Boul. des Étudiants, Tracy, Qc. J3R 4K7	1 877 550-2521	84
John Adam Memorial	120 Montée des Bouleaux, Delson, Qc. J0L 1G0	450 550-2503	308
Mountainview	444 Mountainview, Otter- burn Park, Qc. J3H 2K2	450 550-2517	216
Mount Bruno	20 des Peupliers, St. Bruno, Qc. J3V 2L8	450 653-2429	264
REACH	471 Green, St. Lambert, Qc. J4P 1V2	450 671-1649	64
Royal Charles	5525 Maricourt, St. Hubert, Qc. J3Y 1S5	450 676-2011	166
St. Johns	380 St. Michel, St. Jean- sur-Richelieu, Qc. J3B 1T4	1 877 550-2501	849 (combined elementary and high school)
St. Jude	781 Miller, Greenfield Park, Qc., J4V 1W8	450 672-2090	349
St. Lambert	81 Green, St. Lambert, Qc. J4P 1S4	450 671-7301	450
St. Lawrence	148 Champlain, Candiac, Qc. J5R 3T2	450 550-2500	445
St. Mary's	1863 Brébeuf, Longueuil, Qc. J4J 3P3	450 674-0851	326
Terry Fox	1648 Rue Langevin, St- Hubert, Qc. J4T 1X7	450 678-2142	128
William Latter	1300 Barré, Chambly, Qc. J3L 2V4	450 550-2527	279



LIST OF SCHOOLS

HIGH SCHOOLS

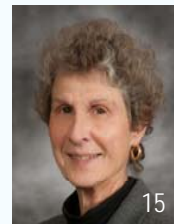
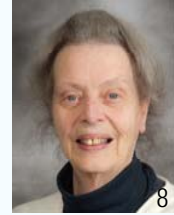
SCHOOL	ADDRESS	TELEPHONE	ENROLMENT 2009-2010
Centennial	880 Hudson, Greenfield Park, Qc. J4V 1H1	450 656-6100	1409
Chambly Academy	675 Green, St. Lambert, Qc. J4P 1V9	450 671-5534	480
Heritage	7445 Ch. Chambly, St-Hubert, Qc. J3Y 3S3	450 678-1070	1795
REACH	471 Green, St. Lambert, Qc. J4P 1V2	450 671-1649	64
St. Johns	380 St. Michel, St. Jean-sur-Richelieu, Qc. J3B 1T4	1 877 550-2501	849 (combined elementary and high school)
The Alternate School	276 Queen, St. Lambert, Qc. J4R 1H7	450 466-3122	34

ADULT AND VOCATIONAL EDUCATION CENTRES

SCHOOL	ADDRESS	TELEPHONE
ACCESS Adult Education	163 Cleghorn, St. Lambert, Qc. J4R 2J4	450 676-1843
ACCESS Vocational Education	7900 Taschereau Boul. Suite C-100, Brossard, Qc. J4X 1C2	450 443-5314



Commissioners



1. **Moira Bell**
Chairman
Division 9

2. **Debbie Horrocks**
Vice-chairman
Division 16

3. **Fernand Blais**
Division 1

4. **Anna Capobianco-Skipworth**
Division 2

5. **Pamela Booth-Morrison**
Division 3

6. **Michel L'Heureux**
Division 4

7. **Michael Cloutier**
Division 5

8. **Nina Nichols**
Division 6

9. **Henriette Dumont**
Division 7

10. **Dawn Smith**
Division 8

11. **Lesley Llewellyn-Cuffling**
Division 10

12. **Susan Rasmussen**
Division 11

13. **Dan Lamoureux**
Division 12

14. **Gustavo Sastre**
Division 13

15. **Margaret Gour**
Division 14

16. **Ken Cameron**
Division 15

17. **Donna Gareau**
Division 17

18. **Domenic Guerriero**
Division 18

19. **Pierre D'Avignon**
Division 19

PARENT COMMISSIONERS

20. **Pierre Chouinard**
Elementary Parent
Commissioner

21. **Donna Copeman**
Secondary Parent
Commissioner



REPORT ON THE 2008-2011 STRATEGIC PLAN GOAL 1— SAFE AND CARING SCHOOLS

The Safe & Caring Schools strand for 2009-2010 focused on helping school principals comply with the new Health & Safety Policy. Templates and a list of documents were prepared and transmitted to school principals.

This strand also focused on the preparation and implementation of a new Emergency Measures Program (EMP) for all schools. With the help of a consultant, the program was implemented in 15 schools.

Evaluation methods included a year-end report from schools. This will continue to be done on an annual basis until the anticipated completion of the program at the end of 2011.

To view a copy of the Emergency Measures Program, [click here](#).

Goal 1

SAFE AND CARING SCHOOLS



REPORT ON THE 2008-2011 STRATEGIC PLAN GOAL 2 — LITERACY AT THE ELEMENTARY LEVEL

Goal 1.1 - To increase the professional knowledge and confidence of teachers with regards to targeted strategies.

Goal 1.2 - To improve the literacy-related competencies of students through this focused teacher training.

The main focus to improve the literacy-related competencies of students was addressed in the following manner during the 2009-2010 school year:

- Forty Cycle 2 English and French teachers attended seven workshops to explore the Six Traits of Writing. To track and measure the impact of teacher training on student writing competency, short narrative writing samples were collected at the beginning and at the end of the school year and were evaluated in July 2010.
- Six teachers from Cycles 1 and 2 served as a pilot group for a Literacy Toolbox session on Oral Language strategies and attended five training sessions. Teacher evaluations have been consistently positive.
- A Cycle 3 Reading Comprehension Toolbox session was additionally implemented during the year: thirty-one teachers from nineteen elementary schools attended six workshops on reading comprehension strategies.
- Twenty-seven resource teachers attended six sessions on the Six Traits of Writing.
- A revised Kindergarten screening process document was developed during the school year, including mathematics indicators as well as behavioral elements. The screening process was implemented in the early spring.

Several recommendations were made by Educational Services to use the data results from June 2010 to continue to offer the very successful Toolbox sessions to other cohorts of teachers as well as to implement new ones during the 2010-2011 school year, as needed.

Goal 2 LITERACY AT THE ELEMENTARY LEVEL



REPORT ON THE 2008-2011 STRATEGIC PLAN

GOAL 3 — MATHEMATICS

Mathematics at the Elementary Level

Goal 1 - Improve the mathematics competencies of Elementary Cycle 3 students

The Mathematics Consultant developed a Cycle 2 Mathematics Toolbox session for teachers to improve student success in Mathematics. The resources, lessons and activities that were developed were aimed at helping teachers find a way to represent abstract ideas in a tangible, concrete manner for students. A selection of these resources, lessons and activities were distributed at each of the Toolbox sessions.

Professional development was provided in the form of Toolbox sessions to Cycle 2 teachers from 19 schools (all Riverside School Board elementary schools with the exception of REACH). The participating teachers were provided with six opportunities during the year to work in collaborative teams; to engage in discourse about mathematics, teaching and learning; and to observe the modeling of relevant, effective teaching strategies using the manipulatives they were given to bring back to their classes.

Goal 2 - Improve the mathematics competencies of Elementary Cycle 2 students

At the school level, structures for on-going learning and support were put into place. Cycle team meetings, lunch hour, morning or after-school sessions were organized to stimulate change. The Consultant helped schools address such issues as the complexity and length of the tasks and how to mark evaluation situations using identified evaluation criteria.

Recommendations for 2010-2011:

A revisiting of Cycle 3 would be recommended given the high number of changes of personnel in Cycle 3. Continued on-going support to Cycle 2 teachers would be beneficial in helping improve the mathematics competencies of Elementary Cycle 3 students.

Goal 3

MATHEMATICS



REPORT ON THE 2008-2011 STRATEGIC PLAN GOAL 3 — MATHEMATICS

Mathematics at the Secondary Level

Goal 1 - Improve the mathematical competencies of students in Secondary Cycle 1

The Mathematics Toolbox focused on algebra and differentiation. Classroom and resource teachers attended a session that focused on Differentiation in the Mathematics Classroom and a toolbox session, given by an Education Specialist from the Ottawa-Carleton District School Board, on algebra manipulatives. All participants were given an algebra manipulatives kit to bring back to their classrooms and a toolbox binder that includes a section with reading strategies and graphic organizers.

As a follow-up to the 2008-2009 Toolbox sessions, the Mathematics consultant visited Cycle 1 classrooms to work with teachers and students. The goal of these visits was to initiate manipulative activities, the use of computer software such as *Geogebra* and to solve inductive reasoning problems with students. A total of sixteen classrooms in three high schools were visited. In addition, continuous support was provided by the consultant to the teachers.

Recommendations for 2010-2011:

A needs assessment of the current situation in Riverside School Board's high schools was conducted at the end of 2009-2010 and as such, the focus of the 2010-2011 Toolbox sessions will be on technology, differentiation and probability. All participants will be given a probability toolbox kit (manipulatives) and a binder of resources. The sessions will be given in collaboration with the Technology Consultant and guest Education Specialists.

Goal 3 MATHEMATICS



REPORT ON THE 2008-2011 STRATEGIC PLAN GOAL 4 — STUDENTS WITH SPECIAL NEEDS

The focus of Goal 4 was on Professional Development for personnel working with students with special needs as well as on ensuring a clear understanding of Individualized Education Plans (IEPs). To view an IEP template, please [click here](#).

Goal 1: To enable school teams to develop creative solutions to address effectively students with special needs.

Resource teachers were provided with professional development activities to help create a strong and supportive network within the school/school board. Over 10 sessions were offered to resource teachers including topics such as Building a Resource Team; Tool Box – Traits of Writing; Differentiation in Math; and Language Difficulties.

Professional development was also provided for attendants, teachers, special education technicians and daycare educators. Some of the sessions included the following:

- A series of three workshops given by Lynn Senecal on ADHD: Children, Teens and Young Adults;
- Personal / Social and Organizational Strategies as well as Academic Strategies;
- Autism: Best Practices session given by The Center of Excellence for Behaviour Management;
- Multiple sessions designed for daycare on homework;
- Various sessions were held by our professionals in individual schools.

Goal 2: To ensure clear understanding regarding the purpose of the Individualized Educational Plan (IEP) among all partners, including parents.

Training was offered on the use of the Complementary Guide that was created the previous year to support the implementation of the IEP. This guide provides details of the IEP process and outlines what should be included in the IEP.

Focus was on the actual implementation of the IEP in four pre-identified schools: St. Johns, St. Lambert, St. Mary's and St. Lawrence. Formal meetings were held with principals and resource teachers. Regular communication with all schools was maintained.

Goal 4 STUDENTS WITH SPECIAL NEEDS



Goal 5

VOCATIONAL EDUCATION

REPORT ON THE 2008-2011 STRATEGIC PLAN GOAL 5 — VOCATIONAL EDUCATION (ACCESS)

As defined by Riverside School Board's Strategic Plan, the aim of the Vocational Education Strand is to continue to provide a greater number of educational opportunities to the Riverside community. During the course of the 2009-2010 academic year, ACCESS pursued three distinct but complementary objectives:

1. **Communication**

In order to better inform the Riverside Community of the services ACCESS offers in Continuing and Vocational education, two development agents were hired on a full-time basis. Together they ensured that information regarding the services offered at ACCESS was more readily available. Their efforts specifically targeted an increase in the number of students under the age of 20 and the development of services to industry. The agents worked on the development of promotional materials such as posters, flyers and newsletters. In addition, they regularly attended information sessions in our secondary schools as well as local career fairs, while developing close ties with various community and ministerial partners.

2. **Offer of Service**

During the 2009-2010 school year, the options of Pharmacy Technical Assistance and Home Care Assistance were implemented for the first time. Furthermore, ACCESS offered new popular education courses during the evening. The following classes were offered:

- Income Tax Return;
- Formatting Correspondence;
- Basic Care Procedures;
- First Aid;
- Everyday Domestic Activities.

3. **Accessibility**

Accessibility to ACCESS was increased with the launching of the Education Express, a shuttle bus linking the Châteauguay region to our area. This brought together Riverside School Board, New Frontiers School Board and Champlain College. The twice-daily shuttle bus service links the communities of Huntingdon, Ormstown, Châteauguay, Kahnawake, Delson, St-Lambert and Longueuil. This initiative sought to increase access to a variety of options for students across the Montérégie who wish to attend vocational or technical training programs.



STUDENT OMBUDSMAN'S ANNUAL REPORT

On May 12, 2010, I was hired to fill the newly mandated position of Student Ombudsman. The one file handled in the waning weeks of the academic year concerned a student who suffered personal injury and property damage during a mid-winter school-sponsored outing. The complainant claimed that school authorities had not followed through after the incident. In my Report to the Council of Commissioners, I recommended a review of standard operating procedures for such situations and partial compensation for the loss of property incurred by the student. The Council of Commissioners sanctioned these recommendations, stipulating that the complainant had to provide valid proof of purchase for the replacement. The complainant submitted a receipt to the Board in mid-September.

To view the complaint process, please [click here](#).

Mr. Peter Woodruff
Ombudsman, Riverside School Board
c/o Riverside School Board
299 Sir-Wilfrid-Laurier Blvd
St-Lambert, Qc J4R 2V7

Telephone: 450 672-1040 ext. 6500
Email: pwoodruff@rsb.qc.ca

CODE OF ETHICS AND PROFESSIONAL CONDUCT FOR COMMISSIONERS

Three complaints were received in 2009-2010. Two were resolved before the end of the school year. In order to respect the right to privacy, additional information may not be revealed.

To view the code of Ethics and Professional Conduct for Commissioners, [click here](#).



FINANCE

CURRENT ASSETS as of June 30, 2010

	2010	2009 adjusted
Cash	2,162,036	1,377,193
Government grants receivable	6,056,562	7,732,102
Subsidies receivable —financing	14,690,656	13,204,549
School taxes receivable	1,323,707	1,402,797
Accounts receivable	1,928,941	4,966,316
Other assets	45,965	64,287
Deferred charges related to debt	212,599	160,765
TOTAL FINANCIAL ASSETS	<u>26,420,466</u>	<u>28,915,995</u>

CURRENT LIABILITIES as of June 30, 2010

	2010	2009 adjusted
Bank indebtedness	0.00	10,240,000
Accounts payable and accrued liabilities	11,266,972	11,037,706
Deferred revenues	3,368,532	3,403,654
Reserve for employee future benefits	5,048,220	5,020,124
Long term debt assumed by the school board	2,332,969	2,865,354
Long term debt subject to a grant	54,957,000	45,363,000
Other liabilities	<u>403,432</u>	<u>310,971</u>
TOTAL LIABILITIES	<u>77,377,125</u>	<u>78,240,809</u>
TOTAL NET FINANCIAL ASSETS (net debt)	<u>-50,956,659</u>	<u>-49,324,814</u>

Riverside School Board integrated the accounting principles established by the Quebec Government in 2008-2009. This integration obliged the board to apply generally accepted accounting principles (GAAP). The accumulated surplus is in conformity with the directives issued by MELS. However, MELS limits the annual appropriation of the surplus to a maximum of 10% of the surplus available on June 30, 2008. This represents an amount of \$279, 603.



FINANCE

NON FINANCIAL ASSETS as of June 30, 2010

	2010	2009 adjusted
Fixed assets	65,168,989	62,263,529
Prepaid expenses	<u>1,257,626</u>	<u>1,334,053</u>
TOTAL NON FINANCIAL ASSETS	<u>66,426,615</u>	<u>63,597,582</u>
CUMULATIVE SURPLUS	<u>15,469,956</u>	<u>14,272,767</u>

REVENUES as of June 30, 2010

	2010	2009 adjusted
Provincial government grants	75,059,199	74,454,613
School taxes	12,791,022	12,102,584
School fees	126,778	153,046
Revenues from sale of goods and services	7,839,058	7,364,054
Other revenues	1,670,479	1,447,069
Amortization of deferred revenue related to fixed asset	<u>42,500</u>	<u>21,250</u>
TOTAL REVENUES	<u>97,529,036</u>	<u>95,703,066</u>



FINANCE

EXPENDITURES as of June 30, 2010

	2010	2009 adjusted
Teaching activities	42,178,032	42,393,840
Support to teaching activities	20,537,116	18,636,939
Complementary activities	13,167,351	13,129,176
Administrative activities	5,898,242	5,872,557
Building activities	10,326,819	9,553,777
Other activities	5,702,409	5,277,847
TOTAL EXPENDITURES	<u>97,809,969</u>	<u>94,864,136</u>
OPERATIONAL SURPLUS BEFORE CHANGE IN SUBSIDY— FINANCING	<u>-280,933</u>	<u>4,105,737</u>
Change in subsidy—Financing	<u>1,486,107</u>	<u>-780,161</u>
OPERATING SURPLUS	<u>1,205,174</u>	<u>3,325,576</u>

REVENUES AND EXPENDITURES as of June 30, 2010

	2010	2009 adjusted
SURPLUS AT BEGINNING	899,468	-3,206,270
Prior Years' GAAP* Adjustments	13,365,314	14,153,461
GAAP Adjusted Opening	14,264,782	10,947,191
Operating Surplus	1,205,174	3,325,577
SURPLUS AT YEAR END	15,469,956	14,272,768

*Generally Accepted Accounting Principles