



## Council of Commissioners of *Riverside* School Board

*Minutes of the proceedings of a regular session of the Council of Commissioners for Riverside School Board held at the Administration Centre, 299 Sir-Wilfrid-Laurier Blvd., St. Lambert, Québec on March 17, 2009.*

The Secretary General established that quorum was met and Chairman Moira Bell, called the meeting to order at 7:32 p.m.

### **COMMISSIONERS PRESENT:**

M. Bell	H. Dumont	L. Llewelyn Cuffling
F. Blais	D. Gareau	N. Nichols
P. Booth Morrison	M. Gour	G. Sastre
K. Cameron	D. Guerriero	D. Smith
A. Capobianco Skipworth	D. Lamoureux	<b>PARENTS</b> – P. Chouinard, D. Copeman
M. Cloutier	M. L'Heureux	
P. D'Avignon		<b>Regrets:</b> D. Horrocks, S. Rasmussen

### **Also present**

Kevin Lukian, Director General  
Denise Paulson, Secretary General  
Pierre Farmer, Director of Material Resources & Technology  
Michel La Rue, Director of Human Resources  
Maria Nasso-Maselli, Director of Elementary Schools  
Gail Somerville, Director of Complementary Services

### **Presence noted**

Denis La Rocque; Sophie Hébert; Brian Keith Sully

### **ADOPTION OF THE AGENDA:**

IT IS MOVED by Commissioner Chouinard and seconded by Commissioner Gareau, that the agenda be adopted and that a copy be appended to the Minutes of this meeting.

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**PUBLIC QUESTIONS :** Mrs. Hébert introduced herself and her husband, Mr. Sully, as parents of 3 children who attend St. Mary's School. She asked about the participation of parents in the elaboration of IEPs as well as the rules governing ententes with school boards on the island of Montreal. The Director General responded that Complementary Services would follow up and be in touch with them in the coming days.

### **ADOPTION OF THE MINUTES OF THE MEETING HELD ON FEBRUARY 17, 2009.**

IT IS MOVED by Commissioner Cuffling, and seconded by Commissioner Smith, that the Minutes of the meeting held on February 17, 2009 be adopted.

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### **BUSINESS ARISING FROM THE MINUTES**

The Director General followed up:

- The Policies on Allocation of Resources and Reimbursement of Expenses were sent out for consultation and are expected to be adopted at the April Board meeting.

### **CHAIRMAN AND DIRECTOR GENERAL**

#### Chair's report – M. Bell

- February 18, 2009 – Met with barbershop quartet group who wants to offer workshops to high school students;
- February 19, 2009 – Chairs, DGs, DHRs met with ELRAC at EMSB for discussions about the next round of negotiations;
- March 11, 2009 – Student Advisory Council. Discussed policy introducing students to democracy; e-news student reporters; nutrition policy and energy drinks; the inclusion of alcohol in the policy relating to drugs and violence; the drop out phenomenon;
- March 16, 2009 – Read at Cedar Street and met Mike Boone, reporter from The Montreal Gazette.

#### Director General's report – K. Lukian

- Pleased to confirm that Ms. Judi Leonard, Principal of TAS, will be honoured this year with the AAESQ Outstanding Achievement award. Congratulations!
- Six members of the Montreal Alouettes visited Cedar Street School in February.
- Regret to announce the passing away of Vanessa Doucet, grade 1 student at William Latter, after a lengthy illness. Our heartfelt sympathies are extended to the family.
- Three expulsions since last meeting – two sec. 3 students from HRHS for drug-related offences and one sec. 3 student from CA for violence.

#### Parents' Committee – P. Chouinard:

- Meeting held on March 26
- DG attended; committee appreciated presence

### **REPORTS** (non-voting items only)

#### Executive - L. Cuffling:

- Met on March 10.
- Next meeting will be held on April 7.

#### Transportation Advisory - L. Cuffling:

- No report

#### Communication – M. Cloutier:

- Annual report almost complete; hope to present at next meeting.

#### Education – S. Rasmussen:

- No report. Date of next meeting: March 30.

#### Financial and Material Resources - P. Morrison:

- Meeting held March 17
- Review of resolutions to be presented at Council tonight
- Date of next meetings – March 24 and 31

#### Human Resources - G. Sastre:

- Meeting held on February 24.
- Discussed CLCs & impact when MELS funding ceases
- Discussed career plan interviews
- ALP 2-year program reviewed
- Labour Relations Advisory: Update given by Ben Huot to HR at pd session for QESBA

#### Lifelong Learning and Career Education Committee (LLACE)-D. Smith:

- Meeting held February 24
- Update on opening of new centre
- Update on different programs
- Open House to be held April 6 from 11 a.m. to 6 p.m.
- Adult Education registrations – 402 to date
- REACH – Caryn Shacter reported increased enrolment for next year; visit to Cabane à Sucre to take place on March 24; REACH to offer two week Special Needs Camp this summer; Ballroom dancing taught at TAS every other Wednesday; ACCESS Nursing Assistance students did a stage at REACH
- Review of Strategic Plan
- Date of next meeting – March 24.

QESBA – P. D’Avignon:

- Discussion re Bill 88; Sub-committee to meet with Leo LaFrance
- ‘Go Publique’ campaign going well
- PD Session will be held March 27, 28
- Meeting with Michelle Courchesne on Jan. 30
- Reviewed QESBA Strategic Plan
- Commissions on School Board Financing and Education were held on February 13
- EMSB’s suggestion to change constitution to be presented at the AGM in spring.
- DGE asked for opinion re elections on Sunday instead of Monday
- Discussion re recent case of child’s eligibility
- Date of next meeting: March 27

Safe and Caring Schools Committee – K. Cameron

- Meeting held February 23
- A list of variety of training in health and safety provided to RSB employees was reviewed
- Reviewed a sampling of minutes from the health and safety committees of several schools
- Draft of administrative procedure to deal with accidents and incidents was reviewed.
- Minutes of Board-level Parity Health and Safety committee minutes received and reviewed
- Reviewed a report on work related accidents for 2008-2009
- Goal 2 of Strategic Plan reviewed with Michel La Rue
- Goal 3 of Strategic Plan reviewed with Gail Somerville
- Development of accident/incident investigation discussed
- Examined a model of emergency procedures
- Date of next meeting: March 23

Advisory Committee on Special Needs – M. Gour:

- Met on March 16<sup>th</sup>
- Discussed procedure to follow when parents have complaints
- Long discussion on IEPs : work in progress
- RAPID committee meeting on April 18<sup>th</sup> at St. Francis of Assisi Church
- Next meeting: April 20<sup>th</sup>

Commissioner Lamoureux joins the meeting at 8:42 p.m.

## **NEW BUSINESS**

Resolution B273-20090317

### **APPOINTMENT OF ETHICS REVIEW OFFICERS AND ASSESSORS**

WHEREAS Council adopted By-Law 2: Code of Ethics and Professional Conduct for Commissioners by resolution B239-20080708;

WHEREAS By-Law 2 requires that Council appoint, by resolution, a person responsible to review ethics complaints against commissioners and two assessors to assist the Ethics Review Officer throughout the review process;

WHEREAS the names of a number of individuals were recommended by commissioners;

WHEREAS the Chairman, Vice-Chairman and Secretary General met with three of the individuals recommended to discuss their interest in filling these roles;

IT IS MOVED by Commissioner Sastre, seconded by Commissioner Nichols, that Mr. Peter Woodruff, Mr. Brian O'Boyle and Mr. Don Hossack be appointed as the Ethics Review Officers and Assessors for Riverside School Board;

THAT their terms run from March 18, 2009 to June 30, 2011;

THAT each person assume the role of Ethics Review Officer for nine consecutive (9) months of the term, the remainder of the term being spent in the role of assessor; and

THAT each person receive an honorarium of \$1000.00 per school year with the exception of the period from March 18, 2009 to June 30, 2010 where the honorarium will be in the amount of \$1250.

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Resolution E76-20090317

### **REQUEST FOR RENEWAL OF THE DEROGATION FOR GREENFIELD PARK PRIMARY INTERNATIONAL BY VIRTUE OF ARTICLE 240 OF THE EDUCATION ACT:**

WHEREAS there continues to be support by the parents for the educational project of Greenfield Park Primary International School;

WHEREAS the educational project of the school meets the expectations of parents and needs of students;

WHEREAS Riverside School Board wishes to maintain Greenfield Park Primary International School with its specific project which conforms to Article 240 of the Education Act;

WHEREAS ministerial authorization expires after June 30, 2009;

WHEREAS a Deed of Establishment for Greenfield Park Primary International School was adopted by the Council of Commissioners on January 20, 2009;

WHEREAS consultation has taken place with the Parents' Committee, the Governing Board and the School Council of Greenfield Park Primary International School and all have adopted resolutions in favour of renewing the ministerial authorization to maintain the specific project in question:

IT IS MOVED by Commissioner Chouinard, and seconded by Commissioner Capobianco Skipworth, that Riverside School Board request that the Minister of Education, Leisure and Sports extend, for the next three years (2009-2010, 2010-2011 and 2011-2012), the authorization to maintain the specific project at

Greenfield Park Primary International School by virtue of Article 240 of the Education Act.

UNANIMOUS

Resolution F79-20090317

**APPOINTMENT OF EXTERNAL AUDITORS FOR THE 2008-2009 FISCAL YEAR**

WHEREAS the mandate of the external auditors, a document published yearly by the MELS, is not yet available;

WHEREAS a number of modifications are expected due to the fact that school boards have been required to adopt the method of Generally Accepted Accounting Principles (GAAP) as of 2008-2009;

WHEREAS the auditing of the school clientele as well as the interim audit must begin in May for the current fiscal year;

WHEREAS a proposal was made by the firm of external auditors **Brunet, Roy, Dubé** to continue the external audit for Riverside School Board for an additional year for the amount of \$28,750 plus tax;

WHEREAS this proposal and the reasons for delaying the tendering process by one year as explained above, have been discussed at the Financial & Material Resources Committee which has indicated its support;

IT IS MOVED by Commissioner D'Avignon, and seconded by Commissioner Chouinard, that the firm of **Brunet, Roy, Dubé** be appointed external auditors for Riverside School Board for the 2008-2009 fiscal year.

UNANIMOUS

Resolution MR152-20090317

**AWARDING OF A CONTRACT FOR THE RESTORATION OF THE MASONRY (OLD SECTION) AT ST. LAMBERT ELEMENTARY SCHOOL IN ST. LAMBERT:**

WHEREAS Riverside School Board has requested, through Resolution MR137-20080819, monies to proceed with the restoration of the masonry of the old section at St. Lambert Elementary School in St. Lambert;

WHEREAS MÉLS has allocated monies to proceed with the restoration of the masonry of the old section at St. Lambert Elementary School in St. Lambert within its "*Résorption du déficit d'entretien*" measure;  
WHEREAS the existing masonry at St. Lambert Elementary School requires a specialized workforce to carry out the work;

WHEREAS the "*Loi sur les contrats des organismes publiques* L.Q. 2006, c.29" allows for the qualifying of contractors through a two-step (2) public call for tenders ;

WHEREAS, the first step, a public call for qualifying tenders was received on February 16, 2009, and the results were as follows:

Atwill-Morin	Qualified
Les Maçonneries Thibeault Ltée.	Qualified
Maçonnerie Rainville & Frères Inc.	Qualified
Restaurations DYC Inc.	Qualified
Savite Construction	Qualified
St-Denis Thompson	Qualified
Tomassini & Frères Ltée	Disqualified
Maçonnerie Pro-Conseil Inc.	Disqualified
Maçonnerie Ultra Inc.	Disqualified

Atwill-Morin	\$247,406.20
St-Denis Thompson	\$257,355.00
Savite Construction	\$268,447.94
Maçonnerie Rainville & Frères Inc.	\$324,967.13
Restaurations DYC Inc.	\$329,595.00
Les Maçonneries Thibeault Ltée.	Did not bid

WHEREAS only the bidders who met the qualifying criteria were asked to submit their bids, as the second step, received on March 13, 2009, and the results are as follows:

WHEREAS, further to the analysis performed by the professional firm Normand Langlois Architecte, the lowest bidder in conformity has been recommended;

WHEREAS this resolution was reviewed and is supported by the Financial and Material Resources Committee :

IT IS MOVED by Commissioner Cuffling, and seconded by Commissioner Lamoureux, that Riverside School Board accept the recommendation of the professional firm, Normand Langlois Architecte, to award the contract for the restoration of the masonry (old section) at St. Lambert Elementary School to the lowest bidder in conformity, Groupe Atwill-Morin for the amount of \$247,406.20, including taxes, and that the Director General be authorized to sign the contract to that effect.

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Resolution HR189-20090317

**RESIGNATION OF AN ADMINISTRATOR :**

IT IS MOVED by Commissioner Chouinard, seconded by Commissioner Capobianco Skipworth, that the resignation for purposes of retirement, on July 29, 2009, of **Jeanne Zdyb**, Principal of Mount Bruno School, be accepted with regret.

ABSTENTION 1 (M. L'Heureux)  
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**OTHER BUSINESS**

Correspondence - As listed in Appendix "A" to these Minutes. Copies available to the public.

**PUBLIC QUESTIONS :**

- The Chairman of the Parents Committee asked about the floor at Courtland Park International School, the noise level at Chambly Academy and the extension of the auditors' contract. Answers were provided.

**ROUND OF APPLAUSE**

- Commissioner Capobianco-Skipworth congratulated Bob Matthey, Principal at Mountainview School, for Reading Week accomplishment. Challenge to students was if they exceeded the goal set for the numbers of books to be read, he would sleep on the roof of the school. They did and he did!
- Commissioner L'Heureux attended the musical performance at Courtland Park International School. The students, parents and staff surpassed themselves with the performance and the sets.

- Commissioner Copeman congratulated the ‘the great group of students’ who participated in the Science Fair held at Centennial Regional High School.
- Mrs. Maria Nasso-Maselli, Director of Elementary Schools, offered her best wishes to Jeanne Zdyb on the occasion of her upcoming retirement. She mentioned that Miss Jeanne has always been a vocal advocate for her students and that all who know her have enjoyed her interesting sense of humour! She will be sorely missed by students, staff and colleagues.

**CLOSING:**

IT IS MOVED by Commissioner Blais, and seconded by Commissioner D’Avignon at 9:10, that the meeting be closed.

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Moira Bell, Chairman

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Denise Paulson, Secretary General

RIVERSIDE



***CORRESPONDENCE - RIVERSIDE SCHOOL BOARD***

09.03.17

Annexe "A"

<b><i>FROM</i></b>	<b><i>TYPE</i></b>	<b><i>SUBJECT</i></b>
Michelle Courchesne, MELS	Letter to the Chairman	Financial aid
Today's Parent Magazine	Letter to the Chairman	Nominate a school
Elizabeth Urbanowicz	Letter to the Chairman	St. Johns School choir