

COUNCIL OF COMMISSIONERS

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 October 20, 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
P. Booth Morrison	D. Guerriero	N. Nichols
K. Cameron	D. Horrocks	S. Rasmussen
A. Capobianco Skipworth	D. Lamoureux	G. Sastre
M. Cloutier	M. L'Heureux	D. Smith
P. D'Avignon		PARENTS – P. Chouinard, D. Copeman

Regrets: F. Blais, D. Gareau

Absent: M. Gour

Also present

Kevin Lukian, Director General
Stephen Lessard, Assistant Director General
Denise Paulson, Secretary General
Germen Brière, Director of Financial Resources
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

Michel Bergeron, Johanne Plourde, Liz Gillies Poitras, Valerie Forde

ADOPTION OF THE AGENDA:

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

UNANIMOUS

PUBLIC QUESTIONS : nil

ADOPTION OF THE MINUTES OF THE MEETING HELD ON SEPTEMBER 15, 2009.

IT IS MOVED by Commissioner Nichols, and seconded by Commissioner Cuffling, that the Minutes of the meeting held September 15, 2009 be adopted as amended.

UNANIMOUS

BUSINESS ARISING FROM THE MINUTES

The Director General followed up on the following items:

Payments to Specialized Institutions

Subsequent to adoption of resolutions at the last Board meeting, payments have been made to specialized private institutions in Montreal to offer itinerant and on-site instructional services to certain special needs students.

Gym Floor at Chambly Academy

The new gym floor has been installed and the lines drawn. It will be available to students as of Monday, October 26th, 2009. Completion of the 3 phases of investment for a total of over \$5.5 million has resulted in a dramatic and long-sought improvement to the facilities available to students and staff at Chambly Academy. Their high school open house will take place October 28th and the Ribbon-Cutting Ceremony to showcase the new facilities will occur on November 5, 2009 from 5:00 to 7:00 p.m. Invitations for the latter are being sent out today and tomorrow.

CHAIRMAN AND DIRECTOR GENERAL

Chair's report – M. Bell

- September 18 - Moira Bell, Maria Nasso-Maselli and Fern Blais attended the inauguration of the new playground at Harold Shepherd School on September 18.
- September 19 – Commissioners and Directors were given a guided tour at REACH
- September 22 - Attended the simulated train crash in St. Lambert. CN conducts simulation annually in a different province each time. Students from Chambly Academy and 3 private, area high schools took part.
- September 23 – Moira Bell & Lyse Gendron-Brodeur attended prize-giving organized by Hydro Québec at Marché Bonsecours. Although St. Johns School was a finalist, it did not win the grand prize. Area commissioners and Board-level directors are encouraged to attend the event next year.
- September 30 – Meeting of the Spring Conference Steering Committee
- September 30 – Director General and Chair met with the parents from REACH
- October 2-3: Commissioners/Directors workshop at Auberge Bromont was a success.
- October 13 – Torch relay launch at Longueuil City Hall. The Olympic torch will pass through this area on December 7th.
- October 19 – Governing Board Training at HRHS was well attended; feedback was very positive.

Director General's report - Mr. Kevin Lukian reported on:

Courtland Park International – Quebec/Dominican Republic IPLC

Courtland Park International has become a Quebec delegate for the upcoming Quebec/Dominican Republic International Professional Learning Community (IPLC) for Leadership: A Professional Inquiry Project. This project is funded by MELS and LEARN and will take place over the next 12 months. Participants from Quebec and the Dominican Republic will meet four times and communicate electronically regularly throughout.

Table Interordre Presentation on RSB High School Readiness Camps

At the Table Interordre de la Montérégie meeting held October 15, 2009 at CEGEP de Granby, Riverside professionals Darryl Climan and David Dupont presented to the school board, CEGEP, university officials and Superior Council on Education members present on the High School Readiness Camps. You will recall that Riverside has received financial support for 2008-2009 and 2009-2010 from the CRÉ de Longueuil for this project.

The presentation was very well received and gave a good understanding of how the project is designed to support the transition of elementary students to high school. Congratulations to Darryl & Dave.

New Employees Reception

Our annual reception for new employees will take place November 25, 2009 from 4:00 to 6:00 p.m. at The Alternate School.

Expulsions and Reinstatements

Since the last Board meeting, there have been 4 expulsions: a Sec. 2 student from Centennial for possession of a weapon and drugs, a Sec. 4 student from The Alternate School for possession of a weapon, a Sec. 3 student from Centennial for possession of a weapon and a Sec. 3 student from Centennial for possession of drugs.

Hats Off!

Congratulations to Jim Jordan, Vice-Principal at St. Jude School, for being appointed to the Advisory Board on English Education for a period of 3 years. Congratulations Jim!

Pandemic Preparation Plan

Council has a resolution before it tonight to adopt a Pandemic Preparation Plan for Riverside School Board. It has been inspired by and contains the elements that have been promoted or pre-determined by Public Health and the MELS. These include:

- preventative measures
- communications
- identification of essential services
- identification of back-up employees in key areas
- establishment of isolation areas in schools

The Pandemic Plan was discussed last week at the Management Advisory Committee.

Following adoption this evening, the Plan will be transmitted to our schools and put on the Board website.

It is an important element in preparing the Riverside community for dealing effectively with the A H1N1 and future pandemics, should they arise.

I would like to express my gratitude to the committee that spent many hours and made many revisions to the Plan. Under the leadership of Michel La Rue, our Director of Human

Resources, it included: Sophie Compagna, Christine Denommée, Jane Dunant, Carol McGill, Denise Paulson, Peter Sheel and Mary Williams.

A notice from the CSSS Champlain regarding the temporary withdrawal of services to our schools was forwarded all administrators and members of Educational Services by the Office of the Director General this afternoon. During the vaccination campaign, (October 26, 2009 to January 2010), all dental hygienists, health care workers and psychosocial professionals will not be available. On-call services will be available.

Parents' Committee: P. Chouinard

- Meeting held on October 5th. Two parent commissioners were reelected as was the chairman of the Parent Committee, Mr. Denis La Rocque.
- Attended excellent session on Governing Boards on October 19th
- Next meeting is on November 2

REPORTS (non-voting items only)

Executive - L. Cuffling:

The Executive Committee did not meet in October. A Work Session had been planned to discuss the role of the Student Ombudsman and Policy on the Examination of Complaints, which is being developed. However, as we learned at the Professional Development retreat, there are recommendations being developed for School Boards that were not yet available and they may go in a different direction than expected. Therefore this will be discussed in our November 3 meeting.

Transportation Advisory –P. Chouinard:

- Chair was elected: P. Chouinard
- Reviewed budgets for 09-10 and 10-11
- Discussed safety campaigns
- Looked at special needs situation
- Resolutions on *berlines* to be presented in November
- Next meeting is December 7 at 10 a.m

Communication – M. Cloutier:

- Met on September 29th
- Elected Chair: M. Cloutier and Vice-chair: Sue Rasmussen
- Reviewed mandate
- Will continue to focus on promotion of RSB schools
- Next meeting: November 2nd at 5 p.m.

Education – D. Smith

- Met on September 22
- Elected chair: D. Smith and Vice-chair: Sue Rasmussen
- As a rule, meetings will be held on 4th Monday at 6:30 p.m.
- Reports received from youth, adult and voc ed sectors.
- Registration is looking very good in the adult and vocational sectors.
- This is the final year for the implementation of the QEP in the youth sector.
- New common report card for Kindergarten
- Next meeting: October 26th at 6:30 p.m.

Financial and Audit – L. Cuffling:

The Finance and Audit Committee met on Sept.22.

L. Cuffling was elected as Chair and Pierre Davignon as Vice Chair. The committee reviewed:

- the mandate of the committee
- the plan for 2009-2010 and the calendar for the 2008-2009 RSB Financial Statements (Presentation to Council on Nov.24th)

The committee recommended the delegation of Michel Bergeron, the Assistant Director of Finance, to be a voting member to the “Comité d’achats regroupés de la Montérégie”. This is a resolution before Council this evening.

The committee reviewed and are recommending that RSB have a line of credit with the “Fonds de financement provincial”. This is a resolution before Council this evening. The committee then met with the Human Resources Committee regarding the position of Internal Auditor. Today, we met again with the HR Committee regarding the position of Internal Auditor.

Governance and Ethics – L. Cuffling

- No meeting was held.

Human Resources – H. Dumont:

- Met on September 22
- Elected Chair : H. Dumont and Vice-chair : Anna Capobianco Skipworth
- Reviewed objectives of the Director of Human Resources; pandemic response plan; and job description for internal auditor.
- Next meeting is October 27th at 5 :30 at HRHS

Material Resources and Safe Schools – K. Cameron

- Met on October 5th
- Elected Chair : K. Cameron and Vice-chair : Pierre D’Avignon
- Reviewed mandate
- Discussed engaging services of a real estate agent to survey availability of buildings to house the board office
- Looked at additional options for Vocational Education : refrigeration, natural gas and building maintenance which would require an \$8 million building proposal subsidy to MELS
- Gym floor at Chambly Academy now installed
- Reviewed 24 summer projects at a cost of more than \$6 million
- Next meeting is on October 27th at 4 p.m. at HRHS

QESBA – P. D’Avignon:

- Chairman Moira Bell offered congratulations to Commissioner Debbie Horrocks on her election to a second term as President of the Quebec English School Boards Association – QESBA
- The MELS Strategic plan is only in French for now, QESBA requested that it should be translated for the English School Boards, Leo Lafrance is working on this.
- Harmonization of territories was voted down, since we do not have enough details on how this will affect the Montérégie area.
- The President’s report: CSBA will be making changes regarding how they will share information on best practices with all provinces.
- CSBA will pay a fee for the office space allocated to it by QESBA.
- Ben Huot on Labour Relations mentioned the procedures for H1N1 in that they will be taken out of the sick days.
- The QESBA web site will be improved and will be more user friendly.
- New calendar of meetings was approved.
- Nomination to Education international is Ron Canuel since no commissioner submitted.
- New President elect is Debbie Horrocks for 2009 to 2011. Congratulations.

NEW BUSINESS

Resolution B299-20091020

APPOINTMENT OF MEMBERS OF THE GOVERNANCE AND ETHICS COMMITTEE:

IT IS MOVED by Commissioner Chouinard and seconded by Commissioner Nichols that the members of the Executive Committee serve as members of the Governance and Ethics Committee.

UNANIMOUS

Resolution B300-20091020

ADOPTION OF THE MANDATE OF THE GOVERNANCE AND ETHICS COMMITTEE

IT IS MOVED by Commissioner Rasmussen and seconded by Commissioner Cuffling that Council adopt the mandate of the Governance and Ethics Committee as presented and that a copy be appended to these minutes.

UNANIMOUS

Resolution B301-20091020

ADOPTION OF THE MANDATE OF THE COMMUNICATION COMMITTEE

IT IS MOVED by Commissioner Cloutier and seconded by Commissioner Rasmussen that Council adopt the mandate of the Communication Committee as presented and that a copy be appended to these minutes.

UNANIMOUS

Resolution B302-20091020

ADOPTION OF THE MANDATE OF THE EDUCATION COMMITTEE

IT IS MOVED by Commissioner Smith and seconded by Commissioner Rasmussen that Council adopt the mandate of the Education Committee as presented and that a copy be appended to these minutes.

UNANIMOUS

Resolution B303-20091020

ADOPTION OF THE MANDATE OF THE FINANCE AND AUDIT COMMITTEE

IT IS MOVED by Commissioner Cuffling and seconded by Commissioner D'Avignon that Council adopt the mandate of the Finance and Audit Committee as presented and that a copy be appended to these minutes.

UNANIMOUS

Resolution B304-20091020

ADOPTION OF THE MANDATE OF THE HUMAN RESOURCES COMMITTEE

IT IS MOVED by Commissioner Capobianco Skipworth and seconded by Commissioner Chouinard that Council adopt the mandate of the Human Resources Committee as presented and that a copy be appended to these minutes.

UNANIMOUS

Resolution B305-20091020

ADOPTION OF THE MANDATE OF THE MATERIAL RESOURCES AND SAFE SCHOOLS COMMITTEE

IT IS MOVED by Commissioner Cameron and seconded by Commissioner Nichols that Council adopt the mandate of the Material Resources and Safe Schools Committee as presented and that a copy be appended to these minutes.

UNANIMOUS

Resolution B306-20091020

APPOINTMENT OF COMMISSIONERS TO THE DIRECTOR GENERAL LIAISON COMMITTEE

IT IS MOVED by Commissioner L'Heureux seconded by Commissioner D'Avignon that the Chairman and Vice-Chairman of the Council of Commissioners, the Chair of the Executive Committee and the Chair of the Human Resources Committee be appointed to sit on the DG Liaison Committee.

UNANIMOUS

Resolution B307-20091020

REQUEST FOR AUTHORIZATION TO ESTABLISH ADDITIONAL ELECTORAL DIVISIONS:

WHEREAS, in accordance with the revised Act Respecting School Elections, Riverside School Board must proceed with the division of its territory in anticipation of the next school board elections;

WHEREAS data supplied by the "*Service de la liste électorale permanente*" of the "*Direction générale des élections*," in conjunction with the Act Respecting School Elections, establishes that Riverside School Board is entitled to 8 electoral divisions;

WHEREAS the reduction of eleven elected commissioners, from 19 to 8 would result in an acute problem of representation on the many sub-committees, associations and organizations that the current 19 commissioners participate on;

WHEREAS Riverside School Board has, within its territory, some 100 cities, towns, villages and parishes; and

WHEREAS the establishment of eight electoral divisions for our territory will make it difficult to proportionally represent both the major urban and the rural areas of our board:

IT WAS MOVED by Commissioner Chouinard and seconded by Commissioner Dumont that, in accordance with the Act Respecting School Elections, Riverside School Board request authorization from the Minister of Education, Recreation and Sports for the establishment of 5 additional electoral divisions for a total of 13 members.

UNANIMOUS

Resolution E85-20091020

ESTABLISHMENT OF AN ADVISORY COMMITTEE ON SERVICES FOR HANDICAPPED STUDENTS AND STUDENTS WITH SOCIAL MALADJUSTMENTS OR LEARNING DISABILITIES

WHEREAS, by virtue of Article 185 of the Education Act, the School Board is required to establish an Advisory Committee on services for handicapped students and students with social maladjustments or learning disabilities;

WHEREAS, Article 185 also stipulates that a school administrator shall be appointed by the Director General and that the Director General or his representative take part in the sittings of the committee without the right to vote;

IT IS MOVED by Commissioner Sastre and seconded by Commissioner Cuffling that an Advisory Committee on services for handicapped students and students with social maladjustments or learning disabilities be established; and

THAT it be composed of:

- 10 (ten) parents;
- 3 (three) teacher representatives;
- 3 (three) non-teaching professionals;
- 2 (two) support staff members;
- 1 (one) school administrator; and the Director General or his representative

UNANIMOUS

Resolution F86-20091020

DELEGATE TO THE MONTÉRÉGIE GROUP PURCHASING COMMITTEE

IT IS MOVED by Commissioner Chouinard and seconded by Commissioner D'Avignon that Mr. Michel Bergeron, Assistant Director of Finance, is hereby authorized to participate in the CARM (*Comité d'achats regroupés de la Montérégie*) for and on behalf of Riverside School Board, thereby committing the latter and replacing Resolution F75-20090120.

UNANIMOUS

Résolution F87-20091020

ESTABLISHMENT OF A LINE OF CREDIT WITH FINANCEMENT-QUÉBEC

WHEREAS the Riverside School Board wishes to set up a line of credit with Financement-Québec;

WHEREAS it is expedient to authorize this line of credit and approve the terms and conditions for borrowing there under;

WHEREAS this line of credit and the amount to be borrowed there under must be authorized by the Minister of Education, Recreation, and Sports in accordance with the *Education Act* (R.S.Q., c. I-13.3) and the *Financial Administration Act* (R.S.Q., c. A-6.001);

WHEREAS, in accordance with the *Regulation respecting borrowings made by a public organism* adopted under the *Financial Administration Act*, the authorization of the Minister of Finance is not required to set up this line of credit, as the loans will be contracted with Financement-Québec;

IT IS MOVED by Commissioner D'Avignon seconded by Commissioner Smith that Riverside School Board be authorized to set up a line of credit with Financement-Québec, subject to the required authorization of the Minister of Education, Recreation, and Sports, and to this effect conclude a line of credit agreement (of which a draft is enclosed as an integral part of this agreement) under the following conditions:

- The interest rate payable on the amounts to be borrowed under the line of credit shall

be that set in accordance with Section 6 of the enclosed line of credit agreement, all according to the criteria set forth by the government on March 8, 2000 in Order in Council 238-2000 concerning the setting of interest rates on borrowings allowed by Financement-Québec;

- The amount to be borrowed under the line of credit shall at no time exceed, in legal Canadian currency, the maximum outstanding amount authorized from time to time by the Minister of Education, Recreation, and Sports.

THAT for the purposes of recording each borrowing transaction or payment of capital or interest under the terms of the line of credit, Riverside School Board is authorized to submit to Financement-Québec a Transaction Confirmation, of which a draft is enclosed as an integral part of this resolution;

THAT for the purposes of determining the amount to be borrowed as per paragraph 1b), only the balance of the outstanding, unpaid debt shall be taken into account;

THAT the enclosed draft line of credit agreement and draft Transaction Confirmation be approved and that the Director General or the Director of Financial Resources of Riverside School Board be authorized, on behalf of Riverside School Board, to sign the line of credit agreement and any Transaction Confirmation for the purposes of recording any amounts borrowed or repaid under the terms of the line of credit, to consent to any additions or amendments non-substantially incompatible with the provisions herein, and to take any action and sign any necessary or useful documents to give full effect to this line of credit.

UNANIMOUS

HR210-20091020

ADOPTION OF THE PROPOSED PANDEMIC RESPONSE PLAN

It is moved by Commissioner Capobianco Skipworth seconded by Commissioner Dumont that the Pandemic Response Plan, having been reviewed and is supported by the Human Resources Committee, be adopted.

UNANIMOUS

HR211-20091020

RESIGNATION OF THE DIRECTOR GENERAL FOR PURPOSES OF RETIREMENT

IT IS MOVED by Commissioner Bell, seconded by Commissioner Horrocks, that the resignation of the Director General, for purposes of retirement effective February 5, 2010, be accepted with regret.

2 AGAINST(Commissioners Sastre and Lamoureux)

14 IN FAVOUR

CARRIED

The Chair, Mrs. Moira Bell, took this opportunity to thank Mr. Lukian for his many years of dedication to Riverside School Board and commented on a number of areas where Riverside School Board benefitted as a direct result of his leadership:

- One of the highest graduation rates;
- Tremendous strides in vocational education;
- Incredible construction projects, Chambly Academy, ACCESS, St. Johns to name a few.

Mrs. Bell noted that Mr. Lukian's tenure in the position of Director General (10 years) has been double that of most and that she had been privileged to have worked with him for that time and especially to have shared the leadership with him during the last two years.

She offered Mr. Lukian her personal best wishes for whatever path he chose to follow in the future.

The Vice-Chair, Mrs. Debbie Horrocks, also offered her congratulations and said that she had enjoyed her association with Mr. Lukian since she became involved in education in the early 90's and that he would be sorely missed at Riverside School Board.

Mr. Lukian thanked Mrs. Bell and Mrs. Horrocks for their kind words, indicating that one of the best career decisions he had made was to come to Riverside School Board. He went on to say that he felt that it had been a great privilege to serve as Director General for the past 10 years. He viewed his time in office as an incredible responsibility but also as a tremendous opportunity to help shape public education. "To do this job", he said, "you have to love this job; and I have loved every minute."

Mr. Lukian stated also that he has had a very satisfying career in public education and that much of his success is due to the honour and privilege he has had of working with the people here at Riverside. He offered thanks to his team of directors, present and past. He believes that Riverside School Board is well positioned for the future and will experience high levels of success. He is looking forward to spending more time with his family and to paying back to them. After a period of R & R, Mr. Lukian looks forward to seeing what other challenges may arise.

OTHER BUSINESS

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

PUBLIC QUESTIONS : nil

ROUND OF APPLAUSE

- Commissioner Sastre attended a corn roast on September 25. Congratulations to Myra and the CRHS staff.
- Commissioner Rasmussen offered congratulations to Commissioner Horrocks on her re-election to the presidency of QESBA. She also found the workshop on Law 88 very informative, particularly the emphasis on commissioners' needing to take more responsibility.
- Commissioner Capobianco-Skipworth will be attending a breast cancer awareness workshop with some RSB high school students.
- Commissioner Cameron offered a round of applause to the members of the panel discussion that took place in Quebec City. Commissioner Horrocks mentioned that **Connor Hynes** from HRHS represented RSB. The discussion was moderated by Susan Campbell, a CBC radio host from Quebec City.
- Commissioner Lamoureux attended a Terry Fox run organized by Centennial Regional High School which was also attended by Harold Napper students.

CLOSING:

IT WAS MOVED by Commissioner Sastre and seconded by Commissioner Nichols at 20:40 that the meeting be closed.

Moira Bell, Chairman

Denise Paulson, Secretary General

GOVERNANCE & ETHICS COMMITTEE MANDATE

Composition: The Governance and Ethics Committee shall be comprised of the same members who are elected to the Executive Committee.

Meetings: The Committee shall meet a minimum of three (3) times during the school year.

General Mandate (Article 193.1EA)

The Governance and Ethics Committee shall, among other things, assist the commissioners, if necessary, in selecting persons whose competence and qualifications are considered to be useful for the administration of the school board for the purposes of co-optation under paragraph 3 of section 143, and in developing and updating the code of ethics and professional conduct provided for in section 175.1.

The following elements are also included in the mandate:

In terms of the Composition of the Council of Commissioners: (art. 143 EA)

- To assist commissioners in selecting persons (co-opted commissioners) whose competence and qualifications are considered to be useful for the administration of the school board.
- To draft the profile of a co-opted commissioner.

In terms of the Code of Ethics and Professional Conduct for Commissioners: (art. 175.1 EA)

- To make recommendations to Council on the following:
 - Development of the Code of Ethics and Professional Conduct
 - Changes, corrections or clarifications to be made to the Code of Ethics
 - Appointment of the person responsible for applying the Code of Ethics
 - Remuneration to be paid to the person responsible for applying the Code of Ethics
 - Report on matters related to the Code of Ethics as required by the Education Act or as mandated by Council.
 - Promote the Code of Ethics and Professional Conduct and its principles at Council level.

In terms of Professional Development: (article 177.3 EA)

- To make recommendations to Council on the following:
 - Topics of interest to council members
 - Schedule of professional development activities
 - Contents of toolkit for new commissioners
 - Other....

As well as any other topics that Council may mandate it to review. In terms of the Complaint Examination Procedure: (article 220.2 EA)

- To make recommendations to Council on the following:
 - The development and periodic review of the Complaints By-Law.
 - The appointment of the Student Ombudsman.
 - The remuneration to be paid to the Student Ombudsman.

COMMUNICATION COMMITTEE MANDATE

The mandate of the Communications Committee is to promote the visibility of Riverside School Board in the community at large, as well as improve communication among members of the Riverside community including board and school administrators, commissioners, teachers, parents, tax payers, and electors.

The Communications Committee, in cooperation with board and school administrators, will focus primarily on the following:

- Raising the level of awareness of the role and function of Riverside School Board;
- Raising the level of awareness of the role of commissioners;
- Improving communication among schools to strengthen ties within the Riverside community;
- Improving communication with the general public to better promote Riverside schools, centers, programs and services;
- Overseeing the application of the Communications Policy.

EDUCATION COMMITTEE MANDATE

To review, consider and make recommendations to the Council of Commissioners on all aspects of curriculum, student evaluation and promotion, pertaining to students registered in pre-school, elementary, secondary, adult general education as well as vocational training.

This would include:

- issues specifically referred by Council;
- changes and innovations brought to it by the Administration;
- new programs and/or legislation proposed by the Ministry of Education, Leisure and Sports that may affect the curriculum and/or pedagogy and implementation in the classroom;
- development and implementation of educational matters related to the Board Strategic Plan;
- local programs made available to students in Riverside School Board and their implementation;
- programs and support services for students with special needs;
- professional development provided to teaching staff, administrators and support staff;
- pedagogical materials made available or required by schools;
- adult programs offered by the School Board to ensure that they are appropriate; and
- introduction of additional programs / options to meet the needs of the community.

FINANCE AND AUDIT COMMITTEE MANDATE

Finance functions:

- Review financial reports quarterly and annually, including budgets and forecasts of year-end results
- Review changes in accounting principles
- Review any situation that could have a material effect on the financial position of the Board
- Make recommendations to Council with respect to the acquisition and use of the financial resources of the school board, schools, and centers
- Provide finance advice or information in support of educational and/or operations proposals that require funds or economic analysis and make recommendations to Council.

Audit Functions

External Audit

- Provide recommendations regarding the selection of the external auditor to the Council of Commissioners.
- Meet with the external auditor prior to commencement of the audit to review the audit plans
- Review any matters that impair the conduct of the external audit
- Review the annual audited financial statements, including the auditor's report and the memorandum of findings and recommendations and, working directly with the external auditor, assist Council in interpreting such documents.
- Make a recommendation to the Council of Commissioners regarding the acceptance of the annual audit report.
- Review the corrective action plan developed by the Board and the implementation of such plans.
- Review the mandate of the external auditors to study the possibility of extending the mandate to meet specific needs

Internal Audit

- Ensure that the budgets and financial statements that are provided accurately reflect the activity and performance of the financial resources of the school board, its schools and centers and make recommendations to Council
- Review compliance with bylaws and policies as they relate to the financial matters of the Board

- Make recommendations to the Council of Commissioners regarding the appointment of the internal auditor.
- Assist in the oversight of the internal audit function, including reviewing the annual internal audit plan to ensure that high risk areas and key control activities are periodically evaluated and tested, and reviewing the results of internal audit activities.
- Review significant recommendations and findings of the internal auditor.
- Monitor implementation of the internal auditor's recommendations
- Participate in the evaluation of the performance of the internal audit function.
- Respond to any matter that may be referred to the Audit Committee by Council.

HUMAN RESOURCES COMMITTEE MANDATE

- Review the development, implementation and progress of human resources matters related to the Board Strategic Plan and the Code of Conduct;
- Assist the Commissioners in developing an expertise and experience profile and selection criteria for persons to be appointed by the school board under sections 96.8 (School Principal), 110.5 (Centre Director) and 198 (Director General or Assistant Director General)
- Participate in planning and priority setting with respect to human resources and make appropriate recommendations to the Council of Commissioners;
- Recommend to the Council of Commissioners procedures relating to recognition, assistance, and ongoing training of employees;
- Review employee negotiations at the provincial and local levels and mandate board administrators to take appropriate action;
- Represent the School Board on the RAA-Management Relations Committee;
- Represent the School Board on the Calendar Committee;
- Review and recommend to the Council of Commissioners protocols pertaining to all aspects of labour relations concerning administrative and management personnel that are not covered by the regulations on working conditions for administrators;
- Review, on an annual basis, with the Director General and the Director of Human Resources, the administrative organization for the following school year;
- Recommend to the Council of Commissioners, following recommendation by the Director General and the Director of Human Resources, the appointment and transfer of management personnel;
- Review procedures of evaluation of all personnel.

All items discussed in committee are kept in strictest confidence.

MATERIAL RESOURCES AND SAFE SCHOOLS COMMITTEE MANDATE

Review, consider and recommend to the Council of Commissioners regarding:

- Major building projects to be included in the five-year plan;
- Hiring of professionals related to major building projects as governed by the *“Loi et règlements sur les contrats des appels d’offres publics”*;
- Financial control and implementation of building modifications exceeding \$25,000;
- Other significant Material Resources and Technology matters such as land sales, major rentals or service contracts, and board wide technology plans;
- Security and emergency measures in our schools, centres and offices;
- Physical health and safety of all Riverside community members;
- Issues specifically referred to it by Council.

CORRESPONDENCE - RIVERSIDE SCHOOL BOARD

09.10.20

FROM	TYPE	SUBJECT
Sam Hamad, <i>Emploi et Solidarité sociale</i>	Letter to the Chairman	Invitation to meetings
Diane Alarie, <i>Fondation Santé Haut-riche lieu-Rouville</i>	Letter to the Chairman	Invitation to campaign launch
Claude Gladu, Ville de Longueuil	Letter to the Chairman	Launch of celebrations
Céline Giroux, Director General, Disabled Persons department	Letter to the Chairman	P Government policy
Marc Boutet, Président, De Marque	Letter to the Chairman	Educational success
Christiane Barbe, MELS	Letter to the Chairman	Long term loan

COUNCIL OF COMMISSIONERS

Members are hereby convened to a regular meeting on
Tuesday, October 20, 2009 at 7:30 p.m. at the Administration Centre
299 Sir-Wilfrid-Laurier Blvd., St. Lambert, Québec.

AGENDA – REGULAR MEETING

1. Call to Order and Quorum
2. Adoption of the Agenda (a 10 minute break will be called during the meeting)
3. Questions from the Public – 30 minutes
4. Approval of Minutes
 - 4.1 Adoption of the Minutes of September 15, 2009
 - 4.2 Business arising from the Minutes of September 15, 2009
5. Chairman and Director General
 - 5.1 Chairman's Report
 - 5.2 Director General's Report
 - 5.3 Parents' Committee Report
6. Committee Reports
 - 6.1 Executive
 - 6.2 Transportation
 - 6.3 Communication
 - 6.4 Education
 - 6.5 Finance and Audit
 - 6.6 Governance and Ethics
 - 6.7 Human Resources
 - 6.8 Material Resources and Safe Schools
 - 6.9 Q.E.S.B.A.
7. New Business
 - 7.1 Board Administration
 - 7.1.1 Appointment of members of the Governance and Ethics Committee
 - 7.1.2 Adoption of the Mandate of the Governance and Ethics Committee
 - 7.1.3 Adoption of the Mandate of the Communication Committee
 - 7.1.4 Adoption of the Mandate of the Education Committee
 - 7.1.5 Adoption of the Mandate of the Finance and Audit Committee
 - 7.1.6 Adoption of the Mandate of the Human Resources Committee
 - 7.1.7 Adoption of the Mandate of the Material Resources and Safe Schools Committee
 - 7.1.8 Appointment of Commissioners to the DG Liaison Committee
 - 7.1.9 Request for Authorization to Establish Additional Electoral Divisions
 - 7.2 Education
 - 7.2.1 Establishment of an Advisory Committee on Services for Handicapped Students
 - 7.3 Financial Resources
 - 7.3.1 Delegate to the Montérégie Group Purchasing Committee
 - 7.3.2 Establishment of a Line of Credit
 - 7.4 Human Resources
 - 7.4.1 Adoption of the Pandemic Plan
 - 7.4.2 Supplemental Resolution
8. Correspondence
9. Other Business
10. Questions from the Public – 20 minutes
11. Round of Applause (limit of 2 minutes/member)
12. Closing

Given at St. Lambert, Québec, on October 16, 2009

Denise Paulson, Secretary General