

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 April 20, 2010

The Secretary General established that quorum was met and Chairman Moira Bell, called the meeting to order at 7:38 p.m.

COMMISSIONERS PRESENT:

M. Bell	D. Gareau	L. Llewelyn Cuffling
P. Booth Morrison	M. Gour	N. Nichols
K. Cameron	D. Guerriero	S. Rasmussen
M. Cloutier	D. Horrocks	G. Sastre
P. D'Avignon	D. Lamoureux	D. Smith
H. Dumont	M. L'Heureux	PARENTS – P. Chouinard, D. Copeman

Regrets: F. Blais, A. Capobianco Skipworth

Also present

Stephen Lessard, Director General
Pierre Farmer, Assistant Director General
Denise Paulson, Secretary General
Germen Brière, Director of Financial Resources
Lyse Gendron-Brodeur, Director of Secondary Schools
Maria Nasso-Maselli, Director of Elementary Schools
Gail Somerville, Director of Complementary Services

Presence noted

Wendy Bernier; Samantha Marin and her parents

ADOPTION OF THE AGENDA:

IT IS MOVED by Commissioner D'Avignon, and seconded by Commissioner Chouinard, that the agenda be adopted as amended (8.3.4 deferred to May) and that a copy be appended to the Minutes of this meeting.

UNANIMOUS

The Director General proudly introduced Samantha Marin, a secondary 5 student from Heritage Regional High School, winner of the public speaking competition. The topic of Samantha's speech was bullying. Members of the Council of Commissioners as well as the members of the public who were present gave her a very warm round of applause after hearing her speech.

PUBLIC QUESTIONS :

- Mr. Michel Gagnon, RTU president, asked why Riverside teachers were being reprimanded; 122 teachers had been targeted and had received letters of warning.
- He asked why Riverside School Board was 1 of only 3 boards that chose to take such a hard line with their teachers. He went on to say that this situation is very unpleasant for teachers who are trying to improve the system. Mr. Gagnon hopes that this issue is not a trivial one to Council members.

The Director General responded by saying that no one in the room found the situation amusing or trivial. Rather, everyone is very supportive of our teachers and they are an important factor of our success. Mr. Lessard noted that the climate during negotiations is never easy; however, collective agreements are in place that must be respected and RTU is fully aware of the parameters.

ADOPTION OF THE MINUTES OF THE MEETING HELD ON MARCH 16, 2010

IT IS MOVED by Commissioner Cuffling, seconded by Commissioner Dumont, that the Minutes of the meeting held on March 16, 2010 be adopted.

UNANIMOUS

BUSINESS ARISING FROM THE MINUTES

The Director General followed up:

- Nil

CHAIRMAN AND DIRECTOR GENERAL

Chair's report – M. Bell

- Attended CLC presentation at Mountainview on March 20
- Attended F.A.C.T. (Friendship and Community Ties) presentation on March 24
- Meeting at QESBA on March 26
- March 27 – meeting of Chairs
- April 7, attended filming of the View with Commissioners Blais and L'Heureux and the Directors
- Chambly Academy on April 8, to launch partnership with Impact – RSB has sold 1,600 tickets; attended Open House at Access
- Attended Secondary Public speaking contest on April 9
- Parents' Committee meeting on April 12
- Royal Charles School – April 15, Junior Talent Show
- April 20 – TAS, boys' focus group, visited a classroom and took part in the Jackson Pollock exercise; discussed DG evaluation process and timeline

Director General's Report – S. Lessard

- Read to N. Green's kindergarten class at St. Lambert on March 17
- On March 18 and 19, attended a meeting of LEARN and the ADGESBQ at Lester B. Pearson SB
- Attended the Open House at the Mountainview CLC with Mrs. Gendron Brodeur on March 20
- Spoke at the celebration of Adult Learners Week at ACCESS on March 22
- On March 24, met with Louise Beaupré and Mimi Pontbriand of the MELS re the bricklaying and masonry programs; sought intervention of Leo Lafrance
- March 26 – held focus group of secondary teachers with Mrs. Bell; met with Madame Lortie, DG of the City of St. Lambert, who presented me with a cheque for \$1.5 million for the Chambly Academy land sale
- Spoke to participants of the Mentoring Program on March 30; read to a kindergarten immersion class as well as a 5/6 English class at Harold Napper
- 17 employees attended an ALP info session of April 7; looking to bring 8 or so into the program. Participated in the evening filming of The View for the Spring Conference
- Attended the RSB/Impact Soccer Team Partnership launch at Chambly Academy on April 8; attended the Open House at ACCESS
- Attended Secondary 5 Public Speaking contest – the winner spoke this evening. RSB winners are: Elias Chalet and Jacob Flood, CRHS; Michelle Dolla and Jennifer Haydoc, Chambly; Alexander Newman and Samantha Marin, HRHS, Malik Salah and Shana Donais, St. Johns
- Attended Junior Talent Show at Royal Charles on April 16
- Met with Mrs. Nasso-Maselli and Mrs. Compagna on April 16, to discuss the Mobilys Project
- Focus group with boys was held at TAS on April 20; Mrs. Bell and I were invited to create a Jackson Pollock style painting – students' guidance throughout was appreciated.
- Mike Boone of the Gazette wrote an article about Mary Eva and her literacy project – congratulations Mary on a great initiative.
- La Seigneurie published a correction to a previous article where they incorrectly stated that the C.S. des Patriotes had the highest graduation rate of the 9 boards in the Montérégie.
- Best of luck to C. Lavigne from Mountainview and A. Coones from CRHS, winners of the Quebec Entrepreneurship contest – they will go on to the regional finals – best of luck!
- Update on teacher actions
- Myriam Mailloux, grade 6 student in French Immersion at Harold Napper is the regional finalist in the Dictée PGL. Myriam will not go to the international final in May.
- Congratulations to the following students for their great achievements at the Montreal Regional Science and Technology Fair:
 - Anita Raj (gold senior), Sahiba Bindra (silver junior), Jeff Phan, Yee Jessica (silver, senior), Elias Chalet, Ta Harrison (bronze, senior), Amol Raut (gold intermediate) and Mahidul Syed (bronze intermediate)
- There were two expulsions since the last Council meeting – two Secondary 5 students fro HRHS – one for possession of a weapon and one for drug possession.

Parents' Committee: P. Chouinard/D. Copeman

- Meeting held on April 12.
- M. Nasso-Maselli made a presentation
- Will look at Partnership Agreement at next meeting
- Date of next meeting: May 3

REPORTS (non-voting items only)

Executive - L. Cuffling:

- Meeting held on April 6.
- The following documents were reviewed: Draft policy on the Allocation of Resources, Calendar of Meetings for 2010-2011 and Requests for Professional Development
- Next meeting: May 4

Commissioner Lamoureux asked for additional information on the costs related to the professional development requests.

Commissioner Cuffling replied that she did not have the detailed breakdown of costs with her and invited Commissioner Lamoureux to obtain the figures from the Secretary General.

Commissioner Morrison asked whether the vote on the professional development requests was unanimous and if not what the actual vote was.

Commissioner Cuffling responded.

Transportation Advisory –P. Chouinard:

- Next meeting is scheduled for May 18th at 10 am at the Board Office

Communication – M. Cloutier:

- Last meeting was held on March 23rd
- Franklin Jones was invited to attend
- The Go Publique campaign was successfully launched.
- Board-level fundraising campaign was discussed.
- Discussion took place about raising the profile of the South Shore Foundation.
- Discussed the role of the Communications Officer. He or she would take over the responsibility for communications currently being done by the Office of the Secretary General, and would also provide assistance to the schools.
- There is a desire to move towards paperless meetings.
- Next meeting is at the call of the chair.

Education – D. Smith:

- Meeting held on March 22
- M. Nasso-Maselli presented an update on Goal 2 of the Partnership Agreement
- G. Somerville provided an update on Goal 3 of the Partnership Agreement
- The upcoming move of Transitions to Centennial was discussed.
- L. Beaupré provided update on Goal 5 of Partnership Agreement.
- May 26th and June 3rd will be graduation dates for ACCESS students
- L. Beaupré is looking at the possibility of opening a daycare at ACCESS for single parent students.
- Date of next meeting: April 26th or at the call of the chair

Financial and Audit – L. Cuffling:

- Meeting was held on April 13.

- Reviewed the following: MELS' Budgetary Rules, RSB Budgetary Rules for Schools and Centers
- Next meeting: April 27th at 5:30 p.m.

Governance and Ethics – L. Cuffling

- Meeting was held on April 6
- Discussed the ongoing selection process for the Student Ombudsman – committee not yet ready to recommend a candidate.
- Next meeting is at the call of the Chair.

Human Resources – H. Dumont:

- Meeting was held on March 23rd
- Postings went up for Principals at Good Shepherd, Saint-Lambert, Mount Bruno and St. Johns schools; and for vice-principal at St. Lawrence
- Reviewed the report on management staffing
- Reviewed the report on RTU tactics
- Discussed and supports the hiring of a 50% communications officer
- On April 13th, reviewed recommendation re: Interim Director of Human Resources
- On April 19th, received a management staff overview and also looked at a clause to be inserted in the Code of Conduct regarding conflict of interest with relations and-or close friends.
- Next meeting is on April 27th at 5 p.m.

Commissioner Lamoureux asked about the government plan to reduce administrative staff by one half.

The Director General responded and the Director of Finance indicated that more precise criteria were expected for 2010-2011.

Material Resources and Safe Schools – K. Cameron

- Committee has met twice since March 23rd
- 17 capital projects totalling \$4,600,292 are planned for 2010-2011
- Board Office relocation is an ongoing discussion
- Discussed partial land sale at Royal Oak School; an offer has been received from a *Centre de la petite enfance*
- Reviewed a technology statistical spreadsheet re: computer installations in schools; Technology will be investing an additional \$462,228 in the schools;
- G. Deguire briefed committee members on the needs in his department particularly since the departure of C. St-Arnault
- A recent meeting was held to look at developing a communication plan to keep our school communities informed of the plans and decisions relating to the Board Office relocation.
- Next meeting: May 4th at 6 p.m.

Commissioner Copeman asked what the MELS' student-computer ratio was and the Assistant Director General replied that it is 4:1.

QESBA – P. D'Avignon:

- GoPublique campaign was well received.

- Political committee is looking into the matter of school board elections
- DGE has drafted 5 possible scenarios on twinning
- QESBA will oppose the report of the vérificateur général
- The new part-time managing director of CSBA is officially installed in QESBA offices
- QESBA website lists the best practices of member school boards
- Boards are invited to adopt a resolution against homophobia
- Each school board will have a video-conferencing centre.
- Next meeting is at the spring conference on May 14th

Commissioner Lamoureux asked that a copy of the QESBA Strategic Plan be sent to him.

Commissioner Morrison asked if QESBA had any insight on the integration policy.

Commissioner Horrocks responded that there was no information to share at the moment but that it is anticipated that the Minister will hold an education forum in the fall and the topic of integration may be on the agenda.

At 9 :05 pm, a short break was called.

The meeting resumed at 9 :20 p.m.

NEW BUSINESS

Resolution HR228-20100420

AUTHORIZATION RELATIVE TO THE COMMUNICATION OF INFORMATION PERTAINING TO SOURCE DEDUCTIONS:

WHEREAS Revenue Québec is currently updating files relating to the administration of source deductions;

WHEREAS a resolution must be adopted to officially name representatives of the school board who will be authorized to receive and give information on these matters and that said authorization must be renewed every three years:

IT IS MOVED by commissioner D'Avignon and seconded by commissioner Horrocks, that Chantal Bérard, Administration Technician in Human Resources, be named as the employee authorized to communicate with Revenue Québec about any information pertaining to Riverside School Board.

UNANIMOUS

Resolution HR229-20100420

APPOINTMENT OF INTERIM DIRECTOR OF HUMAN RESOURCES

IT IS MOVED by Commissioner Dumont, seconded by Commissioner Chouinard, that Wendy Bernier be appointed as Interim Director of Human Resources, effective immediately and for an indeterminate period of time, to be reviewed by Council by September 30, 2010.

UNANIMOUS

Resolution HR230-20100420

SCHOOL CALENDAR 2010-2011

WHEREAS the proposed school calendar for the 2010-2011 school year has been the subject of consultation throughout the Riverside community;

20/04/2010

IT IS MOVED by Commissioner Gareau, seconded by Commissioner Copeman, that the attached school calendar be adopted for the 2010-2011 school year; and

THAT the scheduling and content of the school level pedagogical day be determined in consultation with the school council for that year; and

THAT, in order to ensure a 180 day instructional calendar, the Board may convert conditional pedagogical days to instructional days, after consultation with the Teachers' Union, should a circumstance arise that results in the temporary closure of its schools.

UNANIMOUS

Resolution F97-20100420

ADOPTION OF DRAFT POLICY ON THE ALLOCATION OF RESOURCES

WHEREAS the required consultation process has taken place concerning the proposed Policy on the Allocation of Resources;

IT IS MOVED by Commissioner Cuffling, seconded by Commissioner D'Avignon, that the Draft Policy on the Allocation of Resources be adopted as presented and that a copy thereof be attached to and form an integral part of the Minutes of the proceedings of this meeting.

UNANIMOUS

Resolution F98-20100420

AUTHORIZATION RELATIVE TO THE COMMUNICATION OF INFORMATION PERTAINING TO THE PROVINCIAL SALES TAX AND THE TAX ON GOODS AND SERVICES:

WHEREAS Revenue Québec is currently updating files relating to the administration of the GST and PST;

WHEREAS a resolution must be adopted to officially name representatives of the school board who will be authorized to receive and give information on these matters and that said authorization must be renewed every three years:

IT IS MOVED by Commissioner D'Avignon, seconded by Commissioner Sastre, that Mr. Michel Bergeron, Assistant Director of Financial Resources and Mrs. Lynnette Golden, Office Agent, principal class, Financial Resources, be named as the employees authorized to communicate with Revenue Québec about any information pertaining to Riverside School Board.

UNANIMOUS

Resolution MR177-20100420

RENEWAL OF CONTRACT FOR CAFETERIA SERVICES AT HERITAGE REGIONAL HIGH SCHOOL:

WHEREAS Resolution MR79-20060704 awarded the contract for cafeteria services for Heritage Regional High School to Aramark Québec Inc for a period of three years;

WHEREAS Resolution MR79-20060704 allows for the extension of the contract;

WHEREAS Resolution MR153-20090526 extended the contract by one year;

WHEREAS the school administration is satisfied with the service provided by Aramark Québec Inc. and recommends that the contract be extended for a final additional year;

WHEREAS this resolution was reviewed and is supported by the Material Resources and Safe Schools Committee;

IT IS MOVED by Commission Gareau and seconded by Commissioner Rasmussen that the contract for cafeteria services for Heritage Regional High School be renewed with Aramark Québec Inc. for the 2010-2011 school year; and

FURTHERMORE, that the school principal be authorized to sign the relevant documents.

UNANIMOUS

Resolution MR178-20100420

RENEWAL OF CONTRACT FOR CAFETERIA SERVICES AT CENTENNIAL REGIONAL HIGH SCHOOL:

WHEREAS Resolution MR78-20060704 awarded the contract for cafeteria services for Centennial Regional High School to Aramark Québec Inc for a period of three years;

WHEREAS Resolution MR78-20060704 allows for the extension of the contract;

WHEREAS Resolution MR154-20090526 extended the contract by one year;

WHEREAS the school administration is satisfied with the service provided by Aramark Québec Inc. and recommends that the contract be extended for a final additional year;

WHEREAS this resolution was reviewed and is supported by the Material Resources and Safe Schools Committee;

IT IS MOVED by Commissioner Lamoureux, seconded by Commissioner Sastre, that the contract for cafeteria services for Centennial Regional High School be renewed with Aramark Québec Inc. for the 2010-2011 school year; and

FURTHERMORE, that the school principal be authorized to sign the relevant documents.

UNANIMOUS

Resolution MR179-20100420

RENEWAL OF CONTRACT FOR CAFETERIA SERVICES AT CHAMBLY ACADEMY:

WHEREAS Resolution MR77-20060704 awarded the contract for cafeteria services for Chambly Academy to Groupe Compass (Québec) Ltée. for a period of three years;

WHEREAS Resolution MR77-20060704 allows for the extension of the contract;

WHEREAS Resolution MR155-20090526 extended the contract by one year;

WHEREAS the school administration is satisfied with the service provided by Groupe Compass and recommends that the contract be extended for a final additional year;

WHEREAS this resolution was reviewed and is supported by the Material Resources and Safe Schools Committee;

IT IS MOVED by Commissioner Cuffling, seconded by Commissioner Smith, that the contract for cafeteria services for Chambly Academy be renewed with Groupe Compass (Québec) Ltée. for the 2010-2011 school year; and

FURTHERMORE, that the school principal be authorized to sign the relevant documents.

UNANIMOUS

Resolution MR180-20100420

CLEANING CONTRACT FOR ACCESS' ADULT EDUCATION AND CAREER TRAINING CENTRE:

WHEREAS the cleaning contract for ACCESS Vocational Education Center expires on June 30, 2010;

WHEREAS needs were validated in consultation with the school administration and actualized in conformity with the quality standards as established in the «PROPRE» software;

WHEREAS a public call for tenders was received on April 6, 2010 and the results are as follows:

Le Groupe Laberge inc.	\$38,421.52 – Not in conformity
Services d'entretien ménager SPEICO	\$44,280.86 – Not in conformity
F.D. Maintenance Inc.	\$47,928.20 – Not in conformity
SOLMEX Services d'Entretien Inc.	\$55,480.00 – In conformity
Le Sextant inc.	\$63,991.48 – Not in conformity

WHEREAS bids were analyzed by a selection committee composed of administrators from Material Resources, ACCESS Vocational Education Center and the firm GES technologies ;

WHEREAS references were positive;

WHEREAS the selection committee made its recommendation:

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

IT IS MOVED by Commissioner Chouinard, seconded by Commissioner Nichols, that Riverside School Board accept the recommendation of the selection committee, to award the cleaning contract for ACCESS Vocational Education Center to the lowest bidder in conformity, SOLMEX Services d'Entretien Inc., for the amount of \$55,480.00, including taxes, for the period of July 1, 2010 to June 30 2011. The cost for 2011-2012, and 2012-2013 will be indexed according to the rates in effect for those years set by the decree of "*le comité paritaire de l'entretien d'édifices publics*"; and

FURTHERMORE, that the Director General be authorized to sign the relevant documents.

UNANIMOUS

Resolution MR181-20100420

CLEANING CONTRACT FOR HERITAGE REGIONAL HIGH SCHOOL:

WHEREAS the cleaning contract for Heritage Regional High School expires on June 30, 2010;

WHEREAS needs were validated in consultation with the school administration and actualized in conformity with the quality standards as established in the «PROPRE» software;

WHEREAS a public call for tenders was received on March 31, 2010 and the results are as follows:

Le Sextant inc.	\$276,569.62 – Not in conformity
SOLMEX Services d'entretien Inc.	\$282,788.00 – In conformity
Le groupe Laberge inc.	\$287,909.13 - Not in conformity
P.E.A.C.E. Entretien	\$299,323.37 – In conformity
F.D. Maintenance Inc.	\$335,118.96 - Not in conformity
Maintenance Eureka	\$375,557.65 - In conformity
Services d'entretien ménager SPEICO	\$439,333.81 - Not in conformity
Groupe Distinction	\$738,775.90 - Not in conformity

WHEREAS bids were analyzed by a selection committee composed of administrators from Material Resources, Heritage Regional High School and the firm GES technologies ;

WHEREAS the reference was positive;

WHEREAS the selection committee made its recommendation:

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

IT IS MOVED by Commissioner Gareau, seconded by Commissioner Rasmussen, that Riverside School Board accept the recommendation of the selection committee, to award the cleaning contract for Heritage Regional High School to the lowest bidder in conformity, SOLMEX Services d'entretien Inc., for the amount of \$282,788.00, including taxes, for the period of July 1, 2010 to June 30 2011. The cost for 2011-2012, and 2012-2013 to be indexed according to the salary rates in effect for those years set by the decree of "le comité paritaire de l'entretien d'édifices publics"; and

FURTHERMORE, that the Director General be authorized to sign the relevant documents.

UNANIMOUS

Resolution MR182-20100420

AWARDING OF A CONTRACT FOR THE REPLACEMENT OF THE BOILER AND HVAC EQUIPMENT AT HAROLD NAPPER SCHOOL IN BROSSARD:

WHEREAS Riverside School Board has requested, through Resolution MR164-20090616, monies to proceed with the replacement of the boiler and Heating Ventilation and Air Conditioning (HVAC) equipment at Harold Napper School;

WHEREAS the MÉLS has allocated monies to proceed with the replacement of the boiler and HVAC equipment at Harold Napper School within its "*Résorption du déficit d'entretien*" measure;

WHEREAS a public call for tenders was received on April 12, 2010 and the results are as follows (price including taxes):

Mécanique RH	\$279,861.15
Groupe Plombaction inc.	\$317,743.13
Tuyauterie Michel K. & Denis Inc.	\$436,000.00

WHEREAS, further to the analysis performed by the professional engineering firm CIMA+, the lowest bidder in conformity has been recommended;

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

IT IS MOVED by Commissioner Sastre, seconded by Commissioner Horrocks, that Riverside School Board accept the recommendation of the professional firm, CIMA+, to award the contract for the replacement of the boiler and HVAC equipment at Harold Napper School in Brossard to the lowest bidder in conformity, Mécanique RH, for the amount of \$279,861.15, including taxes, and that the Director General be authorized to sign the contract to that effect.

UNANIMOUS

Resolution MR183-20100420

AWARDING OF A CONTRACT FOR THE REFURBISHING OF THE INTERIOR CEILING, PHASE I AND INSTALLATION OF AN ELEVATOR AT ST. JOHNS SCHOOL IN ST-JEAN-SUR-RICHELIEU:

WHEREAS Riverside School Board has requested, through Resolutions MR164-20090616 and MR170-20091117, monies to proceed with the refurbishing of the interior ceiling, phase I and installation of an elevator at St. Johns School in St-Jean-sur-Richelieu;

WHEREAS MÉLS has allocated monies to proceed with the installation of an elevator at St. Johns School within its "Amélioration de l'accessibilité des immeubles aux personnes handicapées" measure;

WHEREAS Riverside School Board will finance through its capital budget, costs exceeding the amounts attributed by MÉLS;

WHEREAS a public call for tenders was received on April 9, 2010 and the results are as follows:

Construction GCP Inc.	\$191,548.00
Les Entreprises Fraser et Gauthier	\$199,128.00
Constructions Pier-Jal Inc.	\$212,181.00
Construction Anjinnov Inc.	\$218,777.00
Baja Construction Inc.	\$221,926.00
Construction Dougère Inc.	\$224,899.00
Constructions RDJ Inc.	\$232,957.00
Cosoltec	\$256,340.00

WHEREAS, further to the analysis performed by the professional firm Vincent Leclerc & Associés, the lowest bidder in conformity has been recommended;

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

IT IS MOVED by Commissioner Chouinard, seconded by Commissioner D'Avignon, that Riverside School Board accept the recommendation of the professional firm, Vincent Leclerc & Associés, to award the contract for the refurbishing of the interior ceiling, phase I and installation of an elevator at St. Johns School to the lowest bidder in conformity, Construction GCP Inc., for the amount of \$191,548.00, excluding taxes, and that the Director General be authorized to sign the contract to that effect.

UNANIMOUS

Resolution MR184-20100420

AWARDING OF A CONTRACT FOR THE REPLACEMENT OF THE RICHELIEU AND MACDONALD CARTIER GYMNASIUM FLOORS AT HERITAGE REGIONAL HIGH SCHOOL:

WHEREAS Riverside School Board has identified monies within its capital budget in order to proceed with the replacement of the Richelieu and MacDonald Cartier gymnasium floors at Heritage Regional High School;

WHEREAS a public call for tenders was opened on March 25, 2010 and the results are as follows (price excluding taxes):

Les Sols Sportica Inc.	\$199,999.00
Tapico	\$237,400.00

WHEREAS monies available within the 2010-2011 capital budget for Riverside School Board are sufficient to carry out the work in its entirety;

WHEREAS, further to the analysis performed by the professional firm Leclerc Architectes, the lowest bidder in conformity has been recommended;

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

IT IS MOVED by Commissioner Cameron, seconded by Commissioner L'Heureux, that Riverside School Board accept the recommendation of the professional firm, Leclerc Architectes, to award the contract for the replacement of the Richelieu and MacDonald Cartier gymnasium floors at Heritage Regional High School to the lowest bidder in conformity, Les Sols Sportica Inc., for the amount of \$199,999.00, excluding taxes, and that the Director General be authorized to sign the contract to that effect.

UNANIMOUS

Resolution MR185-20100420

AWARDING OF A CONTRACT FOR THE REFURBISHING OF THE HEATING/VENTILATION SYSTEMS PHASE II, RENOVATIONS OF CHANGING ROOMS, WASHROOMS, INSTALLATION OF AN ELEVATOR AND REPLACEMENT OF MASONRY AT CENTENNIAL REGIONAL HIGH SCHOOL IN GREENFIELD PARK:

WHEREAS Riverside School Board has requested, through Resolutions MR164-20090616 and MR170-20091117, monies to proceed with the refurbishing of the heating/ventilation systems phase II, renovations of changing rooms, washrooms, installation of an elevator and replacement of masonry at Centennial Regional High School in Greenfield Park;

WHEREAS MÉLS has allocated monies to proceed with the refurbishing of the heating/ventilation systems phase II, renovations of changing rooms, washrooms, installation of an elevator and replacement of masonry at Centennial Regional High School within its "*Résorption du déficit d'entretien*" and "*Amélioration de l'accessibilité des immeubles aux personnes handicapées*" measure;

WHEREAS Riverside School Board will finance through its capital budget, costs exceeding the amounts attributed by MÉLS;

WHEREAS a public call for tenders was received on April 9, 2010 and the results are as follows:

Les Entreprises QMD Inc.	\$968,693.25
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Tuyauterie Michel K. & Denis inc. \$1,223,680.44
AGL Construction Inc. \$1,224,343.84

WHEREAS, further to the analysis performed by the professional firm Architecture Labbé et Associés, the lowest bidder in conformity has been recommended;

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

IT IS MOVED by Commissioner L'Heureux, seconded by Commissioner Lamoureux, that Riverside School Board accept the recommendation of the professional firm, Architecture Labbé et Associés, to award the contract for the refurbishing of the heating/ventilation systems phase II, renovations of changing rooms, washrooms, installation of an elevator and replacement of masonry at Centennial Regional High School to the lowest bidder in conformity, Les Entreprises QMD Inc., for the amount of \$968,693.25, including taxes, and that the Director General be authorized to sign the contract to that effect.

UNANIMOUS

Commissioners Cloutier and L'Heureux leave the meeting at 10 p.m.

Resolution MR186-20100420

AMENDMENT TO RESOLUTION MR176-20100316 : AWARDING OF A CONTRACT FOR THE RESTORATION OF THE MASONRY PHASE II AT ST. LAMBERT ELEMENTARY SCHOOL IN ST. LAMBERT

WHEREAS Resolution MR176-20100316 awarded the contract for the restoration of the masonry Phase II at St. Lambert Elementary School to the lowest bidder in conformity, Restaurex inc.

WHEREAS the amount of \$184,500.00 should have read 'excluding taxes' and not 'including taxes';

IT IS MOVED by Commissioner Gareau, seconded by Commissioner Rasmussen, that the correction be made to Resolution MR176-20100316.

ABSTENTIONS 2 (Lamoureux, Sastre)
CARRIED

Resolution MR187-20100420

AWARDING OF A CONTRACT FOR THE REPLACEMENT OF THE BOILER AT TERRY FOX SCHOOL IN ST. HUBERT:

WHEREAS Riverside School Board has requested, through Resolution MR137-20080819, monies to proceed with the boiler replacement at Terry Fox School;

WHEREAS MÉLS has allocated monies to proceed with the replacement of the boiler at Terry Fox School within its "*Résorption du déficit d'entretien*" measure;

WHEREAS a public call for tenders was received on January 30, 2009 and the results are as follows:

Plomberie Marcel Racine & Fils Inc. \$85,672.13
Plomberie G.G. Ltée \$93,550.00
Plomberie Noël Fredette Inc. \$97,862.63

WHEREAS, further to the analysis performed by the professional firm Dessau Inc., the lowest bidder in conformity has been recommended;

WHEREAS Riverside School Board had accepted, through Resolution MR147-20090217, the recommendation of the professional firm, Dessau Inc., to award the contract for the replacement of the boiler at Terry Fox School to the lowest bidder in conformity, Plomberie Marcel Racine & Fils Inc., for the amount of \$85,672.13, including taxes, and the Director General was authorized to sign the contract to that effect.

WHEREAS the lowest bidder in conformity, Plomberie Marcel Racine & Fils Inc., has confirmed that it will honor the amount of \$85,672.13, including taxes, to do the work this summer;

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

IT IS MOVED by Commissioner Chouinard, seconded by Commissioner Nichols, that Riverside School Board accept to reconfirm the contract for the replacement of the boiler at Terry Fox School to the lowest bidder in conformity, Plomberie Marcel Racine & Fils Inc., for the amount of \$85,672.13, including taxes, and that the Director General be authorized to sign once more the contract to that effect.

OPPOSED 1 (Sastre)
CARRIED

OTHER BUSINESS

Correspondence – Copies of the list are available.

PUBLIC QUESTIONS : (Start time -)

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(End time -)

ROUND OF APPLAUSE

- Commissioner Nichols suggested that a scrapbook be kept with articles related to Riverside schools. She attended an independent living workshop which she found to be very interesting. She also attended the QESBA workshop.
- Commissioner Gour attended the Open House at ACCESS, the CRHS Big Show. Congratulations to students involved in both events.
- Commissioner Gareau attended the cheerleading competition; our senior AA cheerleaders took first place. Thanks to teachers Danielle Couture at HRHS and Sylvie Beaupré CRHS who made this possible.
- Commissioner Cameron attended the professional development session offered by QESBA; he reported that Good Shepherd School was selected for a model parliament and that a student would sit in for F. Houda-Pépin. He also read to grade 5 students at Harold Napper.
- Commissioner Dumont attended the Open House at Access accompanied by Mark Wallace, Continuing Education director at Champlain. They were 'welcomed home' by Alexandre Bélisle and met with Dave Dupont.
- Commissioner D'Avignon extended an invitation to all to attend the upcoming Science Fair at St. Johns School

- The Director General thanked all who planned to attend the Saputo Stadium for the Montreal Impact Soccer game. He also extended a warm welcome to Wendy Bernier, Interim Director of Human Resources, whose knowledge of Riverside and experience gained at CPNCP will be very helpful.

CLOSING

IT IS MOVED by Commissioner Cameron, seconded by Commissioner Copeman, at 10:25, that the meeting be closed.

UNANIMOUS

Moira Bell, Chairman

Denise Paulson, Secretary General



Annexe "A"

CORRESPONDENCE - RIVERSIDE SCHOOL BOARD
10.04.20

FROM	TYPE	SUBJECT
Moira Bell, Chairman	Letter to Mr. Denis La Rocque, Parents' Committee	REACH
Taisha Hampden, teacher	Letter to the Chairman	Thank you
Moira Bell, Chairman	Letter to the Chairman	Arts



CONSEIL DES COMMISSAIRES COUNCIL OF COMMISSIONERS

Members are hereby convened to a regular meeting on
Tuesday, April 20, 2010 at 7:30 p.m. at the Administration Centre
299 Sir-Wilfrid-Laurier Blvd., St. Lambert, Québec.

REVISED 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. Samantha Marin: Student from Heritage; Winner of Public Speaking Contest
4. Questions from the Public – 30 minutes
5. Approval of Minutes
 - 5.1 Adoption of the Minutes of March 16, 2010
 - 5.2 Business arising from the Minutes of March 16, 2010
6. Reports
 - 6.1 Chairman's Report
 - 6.2 Director General's Report
 - 6.3 Parents' Committee Report
7. Committee Reports
 - 7.1 Executive
 - 7.2 Transportation
 - 7.3 Communication
 - 7.4 Education
 - 7.5 Finance and Audit
 - 7.6 Governance and Ethics
 - 7.7 Human Resources
 - 7.8 Material Resources and Safe Schools
 - 7.9 Q.E.S.B.A.
8. New Business
 - 8.1 Human Resources
 - 8.1.1 Authorization relative to the communication of information pertaining to source deductions
 - 8.1.2 Appointment of Interim Director of Human Resources
 - 8.1.3 School Calendar 2010-2011
 - 8.2 Financial Resources
 - 8.2.1 Draft Policy on the Allocation of Resources
 - 8.2.2 Authorization relative to the communication of information pertaining to the provincial sales tax and the tax on goods and services
 - 8.3 Material Resources
 - 8.3.1 Renewal of contract for cafeteria services at Heritage Regional High School
 - 8.3.2 Renewal of contract for cafeteria services at Centennial Regional High School
 - 8.3.3 Renewal of contract for cafeteria services at Chambly Academy
 - 8.3.4 Renewal of contract for cafeteria services at St. Johns High School
 - 8.3.5 Cleaning Contract for Access' Adult Education and Career Training Centre
 - 8.3.6 Cleaning Contract for Heritage Regional High School
 - 8.3.7 Replacement of the Boiler and HVAC Equipment at Harold Napper School in Brossard
 - 8.3.8 Refurbishing of the Interior Ceiling, Phase I and Installation of an Elevator at St. Johns School in St-Jean-Sur-Richelieu:
 - 8.3.9 Replacement of the Richelieu and Macdonald Cartier Gymnasium Floors at Heritage Regional High School
 - 8.3.10 Refurbishing of the Heating/Ventilation Systems Phase II, Renovations of Changing Rooms, Washrooms, Installation of an Elevator and Replacement of Masonry at Centennial Regional High School in Greenfield Park
 - 8.3.11 Amendment to Resolution MR176-20100316 : Awarding of a Contract for the Restoration of the Masonry Phase II at St. Lambert Elementary School in St. Lambert
 - 8.3.12 Awarding of a contract for the replacement of the boiler at Terry Fox school in St. Hubert
9. Correspondence
10. Other Business
11. Questions from the Public – 20 minutes
12. Round of Applause (limit of 2 minutes/member)
13. Closing

Given at St. Lambert, Québec, on April 16, 2010

Denise Paulson, Secretary General

COMMISSION SCOLAIRE RIVERSIDE / RIVERSIDE SCHOOL BOARD

Calendrier scolaire 2010-2011 / School Calendar 2010-2011

Juillet - July 2010

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Avril - April 2011





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Juin - June 2011

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	Congés / holidays
	Journées pédagogiques / Pedagogical days
	Journées pédagogiques conditionnelles / Conditional ped. days
	NB 20 ^e pédagogique au niveau de l'école / à déterminer / School-level 20 th ped. day /

Étapes / Terms – No. Days/jours

1. 1 sept. – 27 oct. = 38
Sept. 1 – Oct. 27 = 38
2. 28 oct. – 26 nov. = 19
Oct. 28 – Nov. 26 = 19
3. 29 nov. – 18 fév. = 47
Nov. 29 – Feb. 18 = 47
4. 21 fév. – 23 juin = 77
Feb. 21 – June 23 = 77

Journées pédagogiques / Pedagogical days

- 17 fixes pour toutes les écoles / Board-wide (fixed)
- 1 au niveau de l'école – à déterminer /

Adopté le 20 avril 2010 / Adopted April 20, 2010

Policy Name:	Policy on Allocation of Resources
Policy Number:	F97-20100420
Date Submitted to Executive:	2010-02-02
Date Received at Council:	2010-02-16
Consultation Period:	February 17 – April 6, 2010
Date Approved by Council:	2010-04-20
Suggested Date of Next Review:	2016

Pertinent Legislation

Article 95 of the Education Act states that the Governing Board adopts the school's annual budget proposed by the Principal and submits it to the School Board for approval.

Article 96.24 of the Education Act stipulates that the Principal shall prepare the annual budget of the school, submit it to the Governing Board for adoption, administer the budget and render an account thereof to the Governing Board.

The budget must maintain a balance between expenditures, on one hand, and the financial resources allocated to the school by the School Board and the school's own revenues, on the other.

The approved school budget shall constitute separate appropriations within the School Board's budget and the expenditures for that school shall be charged to those appropriations.

At the end of every fiscal year, the school's surpluses shall be transferred to the School Board. However, the surpluses must be added to the school's appropriations for the following fiscal year if the management and educational success agreement entered into under section 209.2 of the Education Act so provides.

Article 275 of the Education Act After consultation with Governing Boards and Parents' Committee, the School Board shall establish objectives and principles governing the allocation of subsidies, school tax proceeds and its other income among its schools and centers.

The allocation shall be carried out in an equitable manner and reflect the needs expressed by the schools and centers and the social and economic disparities with which they must contend, the partnership agreement between the School Board and the Minister and the management and educational success agreements between the School Board and the schools and centers.

The allocation shall include amounts for the operation of Governing Boards and amounts to meet the needs of the School Board and its committees.

The School Board shall make public the objectives and principles governing the allocation and the criteria used to determine the amounts allocated.

General Objectives

- Ensure the equitable distribution of the School Board's resources in order to achieve maximum school success for all students.
- **Enable each administrative unit to fulfil its respective mandates and obligations within RSB's policies, guidelines and orientations.**
- Recognize and encourage local autonomy in the administration of human, material and financial resources in order to:
 - ✓ Better respond to the local needs of each school or centre;
 - ✓ Encourage innovation and creativity to ensure that the limited resources are put to the best use possible.

Objectives Specific to Schools and Centres

- Distribute financial resources, which will allow schools or centres to obtain the necessary goods and services enabling them to deliver their services to their students.
- Ensure a fair and equitable distribution of resources taking into account social and economic disparities of schools and centres and of the clientele they serve as well as their characteristics.

Objectives Specific to the School Board Administrative Centre and Board Committees

- Ensure that the School Board and its committees have sufficient resources to carry out their mandates and provide adequate support to schools and centres.
- Avoid the transfer of high-risk responsibilities to schools and centres by maintaining centralized financial resources to deal with long-term substitution or major building repairs, for example.
- Ensure that the School Board has sufficient resources to manage its employer role in respecting the working conditions for all employees.
- Ensure that the School Board has sufficient resources to maintain its buildings and properties in good condition and to ensure safe and well-kept facilities for students.

General Principles

- A balanced budget should be achieved and reflected in all financial decisions for each and every administrative unit.

- The School Board is committed to openness in its model of allocation of resources.
- Autonomy and accountability are subject to the respect of legislation, policies, collective agreements and internal procedures.
- The School Board shall decide which activities will be managed centrally or decentralized to schools or centers, it will also determine supplementary or specific allocations if need be.
- Some of the resources allocated to schools are managed centrally. The School Board will keep the financial resources to cover those activities. E.g.: employee salary mass and building maintenance.

Principles Specific to Schools or Centres

- The Council of Commissioners adopts the model for the allocation of resources to schools or centres.
- The allocation of financial resources among the Board's schools is primarily based on common norms and also takes into consideration the student population of the schools (number and characteristics), their needs and the socioeconomic factor of the school.
- A school that wants to introduce changes to local programs as a result of a modification to or adoption of the school's educational project cannot expect an increase in the human resources allocated to the school by the School Board. Changes to programs are also subject to approval by the Board to ensure adherence to the "Régime pédagogique" and the ability of the School Board to absorb any resulting excess in personnel.
- A school that wants to do building improvements or modifications must always obtain the prior approval of the Material Resources Department, even though they are financing the project.
- Revenues generated by school or centre activities will be used for its student community. These school revenues are not taken into account in the distribution of resources to schools.
- Self-financing must be assured for specific activities such as daycare services, noon-hour supervision, meals served in schools, the Board's summer school, rental of facilities and all extracurricular activities.
- The School Board reserves the right to limit the size of the cumulative surpluses that can be carried over to the subsequent year and the length of time that these surpluses could be carried over. The intent is to encourage schools to use current available funds to serve current clientele as a general rule.
- Any deficit will be carried over and will become the first expense in the following budgetary year for that school or center. A recovery plan will be requested if the situation requires it.
- The transferability of financial resources from one budget item to another is permissible with the following exceptions: capital allocations cannot be used for operational expenses and specific allocations and/or supplementary allocations should be used for the purpose for which they were allocated.

- Certain regional activities may also be financed by contributions from schools and centres (users will be charged). A few examples are Regional Teachers' Resource Centre, the central printing service and complementary transportation.

Principles Specific to the School Board Administrative Centre and Board Committees

- The allocation of resources for administrative services as well as committees is a function of the services or activities, which they provide namely:
 - ✓ Support to schools and centres;
 - ✓ Services to schools and centres;
 - ✓ Fulfill legal obligations and mandates.
- Committee and Board departments' surpluses of allocations remaining at the end of a budgetary year will not be carried over to the next budgetary year, except for some special grants where expenses are mandatory.

CRITERIA AND METHOD OF ALLOCATION OF RESOURCES

The School Board decentralizes budgets to cover each school's operational expenses and some capital expenses. Principals distribute their allocations according to the needs and priorities of their school's community. A school may not create permanent positions using the school's budget. These allocations are as follows:

Operating Budget

- Base Allocations: amount per student and/or a base amount per school. Weighting of students according to recognized special needs category may be used.
- Other operational allocations: the following allocations complement the school budget
 - Allocation to cover educational leaves for teachers
 - Allocation to cover special leaves of teachers
 - Allocation to cover building cleaning materials and services
 - Allocation to cover minor modifications to the building
 - Allocation to cover security guards for CRHS and HRHS
 - Allocation to cover the monitoring of kindergarten students for 90 minutes a week
 - Allocation for Governing Board operations
 - Allocation for distant schools
 - Allocation for schools with (IMSE) a socioeconomic factor from 5 to 9
 - Allocation to cover special programs or regional responsibilities

An allocation may be negative as a budget cutback measure.

Additional allocations may be introduced to cover specific or additional needs (with the authorisation of the Director General).

The amount of those base allocations, per capita amounts and other operational allocations are established yearly by the Board in its internal budgetary rules.

- Supplementary Allocations: redistribution of grants received by the School Board from the MELS that are intended for students' needs. Examples: homework assistance or wellness-oriented schools, library book program, educational success plan, etc. These allocations are granted for particular needs and should be used for those needs only.

Capital Budget

- Base Allocation: amount per student enrolled on September 30th of the previous year and/or a base amount per school. No operating expenses may be charged to capital allocations.
- Specific Allocations: non-transferable allocations received for specific purposes. For example: measure 50590: acquisition of Information and Communication Technology (ICT) grants from the MELS. Normally these allocations require a financial contribution from the school or the School Board.
- Supplementary Allocations: allocations granted on request for particular needs. Example: measure 30810 to buy equipment for students with handicaps.

The amount of those base allocations, per capita amounts and other operational allocations are established yearly by the Board in its internal budgetary rules.

Daycare Budget

Daycare operations are the responsibility of the school principal.

- The daycare and the Board will share the MELS per capita according to their respective responsibilities.
- Revenue from parents: daycare must invoice parents according to the daycare regulations and MELS' budgetary rules.
- Each daycare contributes to an annual central fund to help finance long-term absenteeism and services to special needs students, which are over the granted allocation or other exceptional expenses agreed upon by the majority of elementary school principals who have daycares to operate.

EXPENSES COVERED BY DECENTRALIZED ALLOCATIONS

Schools are responsible for covering the following expenses from their budgetary allocation; these expenses include, but are not necessarily limited to:

Operational Budget

All daycare related expenses
Audio-visual maintenance of equipment and materials
Casual help
Cleaning materials for schools
Cleaning services for schools including garbage removal over and above the Board's contract,
Communications (including telephone and postage)
Computer maintenance materials
Computer materials and software
Cultural, social and athletic activities
Employee recognition
Extra cost generated by emergency substitution
Floor covering (other than for reasons of health and safety or normal wear and tear)
Health and safety, materials and services
Installation, maintenance and replacement of laboratory apparatus
Interests on late payments, NSF charges as well as recovering fees on their accounts receivables
Laboratory materials and disposal of these materials
Library books and textbooks
Locks and hardware (key cutting and re-keying of functionally good locks)
Maintenance of lineage of playground
Materials and services to maintain and repair furniture and equipment
Mileage or travel expenses for school personnel
Minor modifications to school buildings – decided on by Principal
Office materials and services
Painting of interior finishes
Paper and materials for duplicators
Photocopier rental and maintenance contracts
Planting and maintenance of trees, shrubs and flowers
Playground equipment
Purchase and maintenance of laboratory equipment such as environmental chambers, freezers, refrigerators, ice makers, water softeners, de-ionizer, acid dilution system, compressed air, water distillation systems or sterilizers
Replacement of stolen articles
Short-term replacement for other personnel
Short-term substitution for teachers for educational purposes
Short-term substitution for teachers for special leave days
Substitution for subject co-ordinators
Teaching materials
Transportation for cultural, social and athletic activities
Transportation for field trips

Capital Budget

Furniture
Equipment
Tools and textbooks
Computers
Items with a long-term life span and depreciation value (i.e. items, which due to their nature, will be used for more than one year and for which the cost will be higher than \$1,000).

EXPENSES COVERED AT THE SCHOOL BOARD LEVEL AND CRITERIA TO ALLOCATE RESOURCES TO THE BOARD OFFICE

Human Resources in Schools

As the sole employer, Riverside School Board must ensure that all of its legal obligations are respected. In order to do so, it keeps the major part of its salary mass as a centralized operation. The centralized salary mass is comprised of salaries, security of employment, long-term substitution for all personnel and fringe benefits. A school or centre Principal may not create permanent positions using the school's or centre's budget.

Notwithstanding the above, the Principal is recognized as the immediate superior of all the school's personnel, namely: teachers and all categories of support staff.

The number of administrators is established yearly by the Council of Commissioners when the Board's administrative structure is adopted. The level of resources available is established so as to respond to the requirements of the Education Act while respecting the Regulation concerning the Employment conditions of Management staff of School Boards. Due to the regional disparity of the Board and in an attempt to keep small schools open, the Board reserves the right to assign a teaching principal.

Teacher staffing plans are established for each school or centre in collaboration with the school or centre Principal. Initial planning begins in January for the following school year and is based on the projected student enrolment. Adjustments to teacher staffing plans are made prior to October 15th to reflect the actual enrolment. Teacher staffing plans for adult and vocational centres are based on courses offered.

Clerical and administrative support staff in schools is distributed according to the student population of the school at both Elementary and Secondary schools. Elementary schools should have at least one full-time support staff. Additional support staff positions are granted when the student population exceeds 375 and 500 in Elementary schools and 250 and 500 in Secondary schools.

The staffing of Special Education Technicians and Attendants is based on the specialized needs of students with handicaps and students with social maladjustments or learning disabilities. Initial planning begins in April for the following school year based on projected placement of the students with special needs in collaboration with the school principal and the school's special needs committee. Adjustments to allocation of services are made throughout the year depending on new developments.

The caretakers staffing plan of a school is based on the square footage of the school as well as its number of floors, the student population, their characteristics and if the school has a daycare. A minimum of 15 hours per week is guaranteed.

Complementary Services professionals are based at the School Board level. Each school is allocated a primary professional, either a psychologist, a psychoeducator or a counsellor in re-education who is the primary link between the School Board and the schools. Equitable distribution of services for all professionals is based on specific needs of the schools.

Computer technicians are available to serve schools on a request basis throughout the school year.

Expenses Related to Building Maintenance

Expenses for energy consumption, security and safety as well as a major part of the general maintenance of buildings are centralized in the Material Resources Department. Costs associated with the closure, restructuring or opening of a school, including renovation, installation and moving costs are also centralized.

Professional Development for all Personnel

The budgets for professional development for all categories of personnel are established according to collective agreements or policy and are administered by parity committees. Balances remaining for each category of personnel are carried over from one budgetary year to the next.

Corporate Expenses

Audit fees, legal fees, insurance, association costs, upkeep of archives, communication with personnel, taxpayers, parents, rental of facilities for schools and the School Board's administrative centre, transportation, corporate computerized applications, private school fees for special needs students, tax collection and payroll are dealt with centrally.

Board Orientation and New Programs

The School Board will support the coordination and implementation of the Board's Strategic Plan and/or MELS' new programs.

Department Budgets and Human Resources at the Board Level

The staffing plan for each department is established and re-evaluated each year during budget preparation. Each department is allocated limited funds to cover its expenses: travel, materials, printing and other services required to fulfill its obligations.

Council of Commissioners

The maximum number of Commissioners as well as their maximum salary mass is established by decree. Other Council of Commissioners' expenses include travel, election expenses, if applicable, professional development and student and employee recognition measures.

Building Improvements and/or Major Alterations (Capital Projects)

The Material Resources Department, in collaboration with school Principals, establishes both an annual and a five-year plan for capital projects. Due to the very limited funds available, these projects are listed and prioritised according to the following rules.

- Priority 1: Health, safety and legal requirements
- Priority 2: Pedagogical needs
- Priority 3: Building structure and electromechanical equipment
- Priority 4: Interior modifications

Once approved by the Council of Commissioners, the Material Resources Department will deliver on the projects.

Centralized Furniture, Equipment and Tools (Capital Budget)

Capital budget for furniture, equipment and tools will be distributed according to the following priorities:

- Upgrading administrative computers for schools and Board Office departments;
- Adult and Vocational respective allotments
- Board's share of costs for specific capital allocations that require it
- Special project as decided by the School Board
- Distribution between schools of a base or a per capita amount

GST and PST Refund

GST and PST refunds for expenditures made as a result of fundraising in schools are returned in total to the schools.

One third of the GST and PST refunds on schools' operational and capital expenditures are returned to schools.

CRITERIA FOR ALLOCATION OF RESOURCES TO ADULT and VOCATIONAL CENTRES

- The budgets of the Adult and Vocational sectors of Riverside School Board are decentralized and include salary mass as well as the costs of building maintenance.
- Operating and capital subsidies include specific MELS grants, the Adult and Vocational share of equalization grants and the negative recurring adjustments from diminished expenses and the salary mass imposed by the MELS.
- For a better equity between sectors and in order for the Adult and Vocational sector to contribute to the Board's administrative structure costs, an annual charge on the previous year's total revenue will be applied against the equalization grant.
- Budgets submitted by the Centre's Governing Board or Centre's Director must include all sources of revenue to which the Centre has access, including school fees, registration fees, resale materials, as well as all activities financed by the MELS and by other sources.
- The School Board reserves the right to limit the size of the cumulative surpluses that can be carried over to the subsequent year and the length of time that these surpluses could be carried over. The intent is to encourage schools to use current available funds to serve current clientele as a general rule.
- Any deficit will be carried over and will become the first expense in the following budgetary year for that center. A recovery plan may be requested if the situation requires it.
- The transferability of financial resources from one budget item to another is permissible with the following exceptions: capital allocations cannot be used for operational expenses and specific allocations and/or supplementary allocations should be used for the purpose for which they were allocated.

CRITERIA FOR THE ALLOCATION OF RESOURCES TO SCHOOL BOARD COMMITTEES

School Board Committees:

School Board committees receive funds from the School Board for their normal operation.

- **Governing Boards**

Base amount per Governing Board, plus an amount per student registered in that school on September 30th of the previous school year.
This budget will be handled through the school's operations.

➤ **Parent Committee**

Base amount, plus an amount per school;
This budget will be handled through the School Board's operations.

➤ **Advisory Committee on Services for Handicapped Students and Students with Social Maladjustments or Learning Disabilities**

Base amount;
This budget will be handled through the School Board's operations.

➤ **Student Advisory Committee**

Base amount;
This budget will be handled through the School Board's operations

Pertinent Legislation

Each of these committees must adopt a balanced budget and be accountable for its administration to the School Board.

Article 66 of the Education Act stipulates that the Governing Board's budget must maintain a balance between expenditures and the financial resources allocated to the Governing Board by the School Board.

Article 197 of the Education Act states that the Parent Committee and Advisory Committee on Services for Handicapped students and students with social maladjustments or learning disabilities may have other sources of other revenues in their balanced budget.