

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 May 24, 2011.

The Secretary General established that quorum was met and Chairman Moira Bell, called the meeting to order at 7:30 p.m.

### **COMMISSIONERS PRESENT:**

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

**Regrets:** Michael Cloutier, P. D'Avignon

**Absent :** P. Booth Morrison

### **Also present**

Sylvain Racette, Director General  
Pierre Farmer, Assistant Director General  
Denise Paulson, Secretary General  
Michel Bergeron, Director of Financial Resources  
Wendy Bernier, Interim Director of Human Resources  
Lyse Gendron-Brodeur, Director of Secondary Schools  
Gail Somerville, Director of Complementary Services  
Mary Williams, Director of Elementary Schools

### **Presence noted**

Brent Cook, Johanne Plourde, Jim Jordan, Steven LeSueur, Julie Ruel, Deborah Angelus, Sherry Rattray (St. Jude G.B. Chair)

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

IT IS MOVED by Commissioner Chouinard, seconded by Commissioner L'Heureux, that the agenda be adopted as modified (Withdrawal of Resolution on the Establishment of a Selection Process for Standing Committees of Council and Resolution on the Contract for Cleaning Services at Chambly Academy) and that a copy be appended to the Minutes of this meeting.

UNANIMOUS

**PUBLIC QUESTIONS :** None

### **ADOPTION OF THE MINUTES OF THE MEETING HELD ON APRIL 19, 2011:**

IT IS MOVED by Commissioner L'Heureux, seconded by Commissioner Cuffling, that the Minutes of the meeting held on April 19, 2011 be adopted.

UNANIMOUS

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

None

### **CHAIRMAN AND DIRECTOR GENERAL**

Chair's report – M. Bell

- From May 2-5, 2011, attended YAI Conference in NYC : Building Bridges to Success
- May 10<sup>th</sup> attended DG Liaison Committee

Director General's report – S. Racette

Since my arrival on May 9<sup>th</sup>, I:

- Visited the following schools and met with the Principals:
  - REACH
  - St. Lambert Elementary
  - St. Mary's
  - Cedar Street
  - Centennial
- Attended the following meetings:
  - Student Advisory Council
  - ELVEC meeting at Lester B Pearson
  - Management Relations Committee
  - Secondary Principals
  - CLC
- Met with school Principals re staffing
- Met with parents

Since the last Board meeting, there have been two expulsions from Centennial; one was for possession of drugs and the other was for selling of drugs.

Parents' Committee : P. Chouinard

- Met on May 2, 2011
- Presentation on Evaluation of Student Learning
- Next meeting is June 6<sup>th</sup> at 7 p.m. All commissioners are invited to attend.

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

Executive – L. Cuffling:

- Met on May 3<sup>rd</sup>. Approved request for professional development
- Next meeting: June 7<sup>th</sup>

Transportation Advisory – P. Chouinard:

- Next meeting: June 28<sup>th</sup>

Communication – S. Rasmussen

- Reviewed Annual Report 2009-2010
- Staff involved in producing a short film to support the fight against breast cancer. Will appear on Board website when done.
- Next meeting: May 31<sup>st</sup>

Education – D. Smith:

- No meeting

Financial and Audit – P. Chouinard

- All commissioners are invited to the budget presentation at the Finance Committee on June 27<sup>th</sup>

Governance and Ethics – F. Blais

- No report
- Next meeting: June 7<sup>th</sup>

Human Resources – H. Dumont:

- Met on May 19<sup>th</sup> and 24<sup>th</sup> to review administrative appointments for 2011-2012. Resolutions are before Council this evening.

Material Resources and Safe Schools – K. Cameron

- Next meeting at the call of the Chair

QESBA – D. Horrocks

- Spring Conference on May 26-28<sup>th</sup> in Gatineau
- Linguistic Exchanges being studied by Task Force. Premier has been approached to see how the English community can help
- Launch of bullying website [www.definetheline.ca](http://www.definetheline.ca)

**NEW BUSINESS**

Resolution B386-20110524

**ADOPTION OF THE 2011-2012 ADMINISTRATIVE STRUCTURE:**

WHEREAS the Council of Commissioners must determine the administrative organization for Riverside School Board as per Articles 253 and 254 of the *Règlement sur les conditions d'emploi des gestionnaires des commissions scolaires*;

WHEREAS consultation has taken place with the Riverside Administrators' Association and the *Association des cadres scolaires*:

IT IS MOVED by Commissioner Sastre, seconded by Commissioner Capobianco Skipworth, that the proposed Administrative Structure for 2011-2012 shown as Appendix "B" to these minutes, be adopted.

UNANIMOUS

Resolution HR280-20110524

**RESIGNATION OF AN ADMINISTRATOR FOR PURPOSES OF RETIREMENT**

IT IS MOVED by Commissioner Gareau, seconded by Commissioner Guerriero, that the resignation for purposes of retirement of **Julia Pavlopoulos**, Principal of St. Lawrence School, be accepted with regret as of August 11, 2011.

UNANIMOUS

Resolution HR281-20110524

**RESIGNATION OF AN ADMINISTRATOR**

IT IS MOVED by Commissioner L'Heureux, seconded by Commissioner Gareau, that the resignation effective June 30, 2011 of **Ken Scott**, Principal of Heritage Regional High School, be accepted with regret.

UNANIMOUS

Resolution HR282-20110524

**APPOINTMENT OF A SUMMER SCHOOL PRINCIPAL:**

IT IS MOVED by Commissioner Copeman, seconded by Commissioner Nichols, that **Valérie Dubuc** be appointed to the position of Summer School Principal 2011.

UNANIMOUS

Resolution HR283-20110524

**APPOINTMENT OF A PRINCIPAL TO BOUCHERVILLE SCHOOL:**

IT IS MOVED by Commissioner Blais, seconded by Commissioner Sastre, that **Jim Jordan** be appointed to the position of Principal at Boucherville School effective July 1, 2011.

UNANIMOUS

Commissioner Capobianco thanked Mr. Jordan for the work he had done during his replacement term at Mountainview School.

Resolution HR284-20110524

**APPOINTMENT OF A TEACHING VICE-PRINCIPAL TO ST. MARY'S SCHOOL**

IT IS MOVED by Commissioner Smith, seconded by Commissioner Capobianco Skipworth, that **Jessyka Dubé** be appointed to the position of Teaching Vice-Principal at St. Mary's School effective July 1, 2011.

UNANIMOUS

Resolution HR285-20110524

**APPOINTMENT OF A TEACHING PRINCIPAL TO HAROLD SHEPPARD SCHOOL**

IT IS MOVED by Commissioner Blais, seconded by Commissioner Sastre, that **Alexandre Bélisle** be appointed to the position of Teaching Principal at Harold Sheppard School effective July 1, 2011.

UNANIMOUS

Resolution HR286-20110524

**APPOINTMENT OF A PRINCIPAL TO ST. LAWRENCE SCHOOL:**

IT IS MOVED by Commissioner Gareau, seconded by Commissioner Guerriero, that **Colleen Lauzier** be appointed to the position of Principal at St. Lawrence School effective July 1, 2011.

UNANIMOUS

Resolution HR287-20110524

**APPOINTMENT OF A TEACHING VICE-PRINCIPAL TO ST. JUDE SCHOOL:**

IT IS MOVED by Commissioner Rasmussen, seconded by Commissioner Lamoureux, that **Caryn Shacter** be appointed to the position of Teaching Vice-Principal at St. Jude School effective July 1, 2011.

UNANIMOUS

Resolution HR288-20110524

**APPOINTMENT OF A TEACHING PRINCIPAL TO REACH:**

IT IS MOVED by Commissioner Gour, seconded by Commissioner Cuffling, that **Patti Buchanan** be appointed to the position of Teaching Principal at REACH effective July 1, 2011.

UNANIMOUS

Resolution HR289-20110524

**APPOINTMENT OF A VICE-PRINCIPAL TO ST. JOHNS SCHOOL**

IT IS MOVED by Commissioner Chouinard, seconded by Commissioner Cameron, that **Vicki Roach** be appointed to the position of Vice-Principal at St. Johns School effective July 1, 2011.

UNANIMOUS

Resolution B387-20110524

**ADOPTION OF THE ANNUAL REPORT FOR THE 2009-2010 SCHOOL YEAR**

WHEREAS Article 220 of the Education Act states that every school board must prepare an annual report for the population on its territory;

WHEREAS Article 220.1 states that every school board must invite the public to an information meeting at least once a year;

WHEREAS public notice was given in the St. Lambert Journal newspaper on April 26, 2011;

WHEREAS at this meeting, the commissioners must present the content of the Annual Report and answer any questions concerning the report;

IT IS MOVED by Commissioner Sastre, seconded by Commissioner Copeman, that the Annual Report for 2009-2010 be adopted and that a copy be appended to these Minutes.

UNANIMOUS

Resolution HR290-20110524

**PARTNERSHIP AGREEMENT WITH UNIVERSITIES PERTAINING TO STUDENT TEACHER TRAINING**

WHEREAS Riverside School Board recognizes its responsibility in terms of student teacher supervision and intends to establish a close partnership with regard to student teaching practicums with universities, among which are those listed below:

- Bishop's University
- Concordia University
- McGill University
- Université Laval
- Université de Montréal
- Université du Québec à Montréal

WHEREAS the roles and responsibilities of teachers and administrators of schools/centres pertaining to teacher training, are stipulated in the Education Act;

WHEREAS the School Board establishes with each university the specific terms on how to discharge its duties pertaining to practicums of future teachers;

WHEREAS the School Board determines the number of student teachers that can be integrated by the School Board;

WHEREAS the School Board designates a person responsible for the student teacher training dossier and establishes the necessary conditions for organizing practicum training activities within the School Board;

WHEREAS the School Board is responsible for planning, managing, supervising and evaluating the activities pertaining to student teacher practicums;

WHEREAS the School Board is responsible for providing the "Déclaration des stagiaires" to the Regional Office of the Ministry of Education, Recreation and Sports;

IT IS MOVED by Commissioner Lamoureux, seconded by Commissioner Smith, that the partnership agreement pertaining to student teacher training between Riverside School Board and the universities listed above, be adopted.

UNANIMOUS

Resolution MR215-20110524

**CONTRACT FOR CLEANING SERVICES AT ST. JOHNS SCHOOL:**

WHEREAS the contract for cleaning services at St. Johns School will be terminated on June 30, 2011;

WHEREAS the 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 29<sup>th</sup>, 2011 and the results are as follows:

SOLMEX Services d'entretien Inc.	\$88,712.00
Services d'entretien ALLIED	\$92,251.00

WHEREAS Riverside School Board had established and made public the quality criteria and their relative weight to determine the grade established by the quality component of the bid;

WHEREAS the bids were analyzed by a selection committee composed of administrators from Material Resources, St. Johns School and the firm GES Technologies;

WHEREAS the bids were analyzed by the committee both for the quality of services and total cost; the adjusted amounts were;

SOLMEX Services d'entretien Inc.	\$79,741.00
Services d'entretien ALLIED	\$84,056.00

WHEREAS once the best offer is determined by the lowest adjusted amount, the contract is awarded using the original monetary amount;

WHEREAS the company has demonstrated at other schools of Riverside School Board that they can meet the needs;

IT IS MOVED by Commissioner Chouinard, seconded by Commissioner Cuffling, that Riverside School Board accept the recommendation of the selection committee to award the cleaning contract at St. Johns School for a three-year period with possible renewal of two additional years, to the lowest bidder in conformity, SOLMEX Services d'entretien Inc., for the amount of \$88,712.00, before taxes for the period of July 1, 2011 to June 30, 2012. The cost for the 2012-2013, and 2013-2014 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

**RENEWAL OF SCHOOL BUS CONTRACTS FOR THE 2011-2012 SCHOOL YEAR:**

WHEREAS the law allows for the school board to renew bus contracts with companies who were under contract the previous year (2011-2012):

Autobus Boucherville Inc.	1 minibus+1 bus -	\$125 322.00
Limocar Roussillon:	1 minibus –	\$44 019.00
Transco:	6 buses + 2 minibus –	\$512 188.00
Les autobus Beauregard:	1 bus –	\$67 005.00
Autobus Chambly 1980 Inc :	1 bus –	\$67 005.00
Eugene Dolbec et Fils Inc :	1 bus –	\$67 005.00
B.E. Grise Transport Inc :	1 bus –	\$67 005.00
Autobus Racine Inc :	1 bus –	\$67 005.00
Les Autobus Robert Ltee :	1 bus –	\$67 005.00
Les Entreprise Raymond Robillard :	1 bus –	\$67 005.00

**Total \$1 150 564.00 (plus taxes)**

IT IS MOVED by Commissioner Cuffling, seconded by Commissioner Sastre, that the following school bus contracts be awarded for the 2011-2012 school year (September 1<sup>st</sup> 2011 to June 30<sup>th</sup> 2012):

AND THAT the Chairman and the Director General be mandated to sign the contracts.

UNANIMOUS

**OTHER BUSINESS**

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

**PUBLIC QUESTIONS : 8:10 p.m.**

Mrs. S. Rattray, Chairman of the St. Jude School Governing Board, informed Council of her objection to reducing the position of the vice-principal to half time. She indicated that she believed it was unfair to the administrator and asked Council to re-evaluate the situation.

The Chairman, Mrs. Bell, responded that many criteria are used, including the government guidelines when making decisions.

**ROUND OF APPLAUSE**

- Commissioner Horrocks attended the Sound of Music at Harold Napper School. A Kindergarten student stole the show. Congratulations are offered to the students and staff of Harold Napper and to Frank White who shared his expertise.
- Commissioner Rasmussen expressed concern that feeder schools do not seem to coordinate their graduation dates with the high schools. This is problematic for some parents who have children at both schools.
- Commissioner Smith offered congratulations to student Samuel Dion-Dundas from St. Mary’s School who won the \$5,000 poetry prize sponsored by Habitat for Humanity and Genworth Financial. Samuel donated his winnings to the Quebec chapter of that organization. Commissioner Smith also reported that she had attended the Art Auction at Chambly Academy.

- Commissioner Chouinard accompanied the St. Johns Choir to New York City where they sang at Times Square. The choir also entertained people waiting in line to see a Broadway play.
- Commissioner Capobianco reported that a former HRHS student, Katherine St-Laurent, who was one of the finalists on Canadian Idol last year, has launched her first CD.
- Commissioner L'Heureux offered congratulations to Courtland Park School for opening a third Kindergarten class in September 2011.
- Commissioner Gour attended the Spring Concert at Harold Napper School as well as the Glee concert
- Pierre Farmer mentioned that he had coached the REACH volleyball team at Défi sportif. They suffered a one point loss but were happy with their performance.

**CLOSING:**

IT IS MOVED by Commissioner Sastre, seconded by Commissioner Cuffling, at 8:20 p.m., that the meeting be closed.

UNANIMOUS

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Moira Bell, Chairman

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Denise Paulson, Secretary General



Members are hereby convened to a regular meeting on  
**Tuesday, May 24, 2011 at 7:30 p.m.** at the Administration Centre  
299 Sir-Wilfrid-Laurier Blvd., Saint Lambert, Québec.

**REVISED AGENDA – REGULAR MEETING**

1. Call to Order and Quorum
2. Adoption of the Agenda (a 10 minute break may be called during the meeting)
3. Questions from the Public – 30 minutes
4. Approval of Minutes
  - 4.1 Adoption of the Minutes of the meeting of April 19, 2011
  - 4.2 Business arising from the Minutes of the meeting of April 19, 2011
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 Adoption of Administrative Structure 2011-2012
  - 7.2 Resignation of an Administrator for Purposes of Retirement
  - 7.3 Resignation of an Administrator
  - 7.4 Appointment of Summer School Principal
  - 7.5 Administrative Appointments 2011-2012
  - 7.6 Adoption of Annual Report 2009-2010
  - 7.7 Partnership Agreement with Universities
  - 7.8 Establishment of Selection Process for Committees of Council
  - 7.9 Contract for Cleaning Services at St. Johns School
  - 7.10 Contract for Cleaning Services at Chambly Academy
  - 7.11 Renewal of Bus Contracts for 2011-2012
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 May 24, 2011

Denise Paulson, Secretary General

**CORRESPONDENCE - RIVERSIDE SCHOOL BOARD**  
 2011-05-24

<i>FROM</i>	<i>TYPE</i>	<i>SUBJECT</i>
REACH Governing Board	Letters to the Chairman	Support of principal
Steve Bletas, Sir Wilfrid Laurier School Board, Chairman	Letter to the Chairman	Fondation Sir Wilfrid Laurier Annual lobster fest
Mario Chamberland, Loisir et Sport Montérégie, Director General	Letter to the Chairman	Membership renewal
Office of the Lieutenant Governor	Letter to the Chairman	Invitation to the remittance of the Lieutenant Governor's medal
NSBA	Letter to the Chairman	Save the date



# Riverside School Board

## Administrative Structure 2011-12 School Year

Adopted 2011-05-24

SCHOOL or CENTRE	Centre Director	Principal	VP/ACD	Manager	Director	DG	ADG	Assistant Director	Coordinator	COMMENTS
Adult Ed./ACCESS			2.0	1.0	1.0					
Alternate		0.5								
Boucherville		1.0								
Cedar Street		0.8								
Centennial RHS		1.0	4.0	1.0						Reduction of 1 VP position in 2012-2013
Chambly Academy		1.0	1.0							
Courtland Park		1.0								
Good Shepherd		1.0								
Greenfield Park Int'l		1.0								
Harold Napper		1.0	1.0							
Harold Sheppard		0.5								
Heritage RHS		1.0	4.0	1.0						
John Adam		1.0								
Mount-Bruno		1.0								
Mountainview		1.0								
R E A C H		0.5								
Royal Charles		0.8								
St. Johns		1.0	2.0							
St. Jude		1.0	0.5							
St. Lambert		1.0	1.0							
St. Lawrence		1.0	1.0							
St. Mary's		1.0	0.5							
Terry Fox		0.7								
William Latter		1.0								
<b>BOARD OFFICE</b>										
Office of Director Gen.				1.0		1.0				
Office of Sec. Gen.					1.0					
Material Resources / Technology				3.0			1.0		2.0	
Educational Services					3.0			1.0	1.0	
Finance/Transportation				2.0	1.0			1.0		
Human Resources				1.0	1.0			1.0		
<b>Proposed for 2011-2012</b>	0.0	20.8	17.0	10.0	7.0	1.0	1.0	3.0	3.0	
Actual 2010-2011	0.0	20.8	17.8	10.0	7.0	1.0	1.0	3.0	3.0	
Difference	0.0	0.0	-0.8	0.0	0.0	0.0	0.0	0.0	0.0	