

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, 7525, chemin de Chambly, St. Hubert, Québec on February 21, 2012.

The Secretary General established that quorum was met and Chairman Moira Bell, called the meeting to order at 7:35 p.m.

COMMISSIONERS PRESENT:

M. Bell	H. Dumont	N. Nichols
F. Blais	D. Gareau	S. Rasmussen
P. Booth Morrison	M. Gour	D. Smith
K. Cameron	D. Horrocks	D. Smyth
A. Capobianco Skipworth	D. Lamoureux	PARENTS – P. Chouinard, D. Copeman
P. D'Avignon	M. L'Heureux	

Regrets : L. Llewelyn Cuffling, G. Sastre

Also present

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

Presence noted

C. Trotéchaud, S. Lapointe, A. Audet, J. Plourde, S. Rattray

ADOPTION OF THE AGENDA :

IT IS MOVED by Commissioner Capobianco Skipworth, seconded by Commissioner L'Heureux, that the agenda be adopted as amended 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 JANUARY 17, 2012

IT IS MOVED by Commissioner Smith, seconded by Commissioner Chouinard, that the Minutes of the meeting held on January 17, 2012 be adopted.

UNANIMOUS

BUSINESS ARISING FROM THE MINUTES

The Director General followed up:

- Responding to a question from Commissioner L'Heureux, the Director General stated that the MELS would not provide additional funds with respect to its Anti-Bullying legislation.

CHAIRMAN AND DIRECTOR GENERAL

Chair's report – M. Bell

- January 20 : Chair, Vice-chair, Director General and Assistant Director General met at New Frontiers School Board
- January 24 : Management Relations Committee
- January 25 : Student Advisory Committee – very dynamic group
- February 4 : QESBA Board Meeting
- February 8 : Administrators & Commissioners New Years' Social

Director General's report – S. Racette

TOPICS THAT REQUIRED SPECIAL ATTENTION

- **Policy to Maintain a Drug-Free and Violence-Free Atmosphere in our Schools:** Since the last Council meeting, in accordance with the policy, five students were expelled from Heritage. Three for drug-related incidents and two for bullying. Another student related to the same bullying incident was expelled from Centennial.

The students were expelled from their school but are still being serviced by us to help them address the events that led to their expulsion.

MEETINGS

- January 19th and 20th, I met with the DGs of the other English school board. On the 20th, there was a meeting with all the chairs and all the DG to address the rumors of future cuts in school boards.
- January 23th, there was a meeting with the secondary principals, educational and complementary services to talk about the issue of drugs in our schools and how we are dealing with it
- Met with the Student Advisory Committee on January 25th Cyber bullying, drug use, expulsions and student activities were discussed. I also met in February with some students of the Alternate School to talk about bullying and drugs in schools. We have a great committee this year with students who are very open to sharing their views and opinions. We certainly have a lot to gain by discussing these and other issues with them.
- On February 10th, I attended the *Table interordre* for the English community to redefine mandates and address concerns with Vocational Education
- Met and had lunch with the mentors following their mentoring session on Monday, February 13th. Congratulations on the mentees for the completion of their mentorship and thank you to the mentors for their time and wise presence.

EVENTS

SHOW MY BUTTON. For Reading Month, I visited John Adam and St. Lambert Elementary to read and will be going to Mountainview tomorrow.

The Administrators' New Years' Social was held on Wednesday, February 8th following the MAC meeting.

Attended the Remise de Prix for the Adult Education Regional Olympiads on Monday, February 13th. Jean Philip Cremasco and Andrew Ledoux participated from ACCESS

and, even though they did not win, they were able to finish the task in a timely fashion and stayed until the end of the evaluation process and represented Riverside alongside the French School Boards.

THINGS YOU SHOULD KNOW

- Closing of school and Board on January 18 (the day after the Ribbon cutting ceremonies).
- ACCESS registered 656 students in the fall in FGA and 641 students for the winter session. This is a record for ACCESS!
- The CLSC allocated a nurse and a social worker to work one day a week at ACCESS as of mid-February 2012.
- Cedar Street invited a nurse and a bricklaying teacher to attend their career week
- To date, there are over 100 good ideas that were realized through the student activity funds measure money projects. A more extensive presentation will be done later.
- Due to some problems at the MELS level; Smart board computer programs will not be available before April.
- Flowers were sent to the staffrooms of each school for Employee Appreciation Week and directors and commissioners followed up with visits to the schools. At the board office, goodies were delivered to the staff cafeteria throughout the week for all staff to enjoy.
- Last week, the Minister of Education launched her campaign against bullying. The *projet de loi* would add a lot of new responsibilities to governing boards and schools. I would like to point out that we were working on our own Policy on the matter, but put it on hold until the MELS' Bill was published.

HATS OFF TO...

- Our Brossard schools, which were highlighted in an article in "Le Courrier du Sud" on January 19th. Their increase in clientele despite the decrease in the English population in that area was noted, as well as the high quality of education and sense of community. Please take the time to read the article in the DG Report Binder.
- Mary Williams, Karen Rye and Carole Lefrançois for creating videos to support school secretaries with preparing the Relevé 24.
- Gad Perez for all he did for us during his time as Internal Auditor.
- Krystalanne Cabral and Marc Cabral for helping to make the move of the Archives from St. Mary's School to the new center a reality.
- The girls I heard speak at TAS for Hear Our Voices on February 16th.

Parents' Committee: P. Chouinard/D. Copeman

- Directors Pierre Farmer and Lyse Gendron Brodeur attended the February 6th meeting. The next meeting is scheduled for March 12th.
- The Student Ombudsman made an excellent presentation to the St. Johns Governing Board.
- On February 22, 2012, the first meeting of Governing Board Chairs will take place. The Chairman, Vice-Chair, Chair of the Executive, Director General and Secretary General have been invited to attend.

REPORTS (non-voting items only)

Executive – M. L'Heureux :

- Meeting held February 7, 2012
- Requests were approved for Commissioners Bell, Horrocks, Cameron, Capobianco, Chouinard and D'Avignon for PD at the CSBA to be held in Québec City July 4 – 7, 2012.
- Authorization accorded for Riverside to participate in the *Regroupement des commissions scolaires de la Montérégie et de l'Estrie* to purchase insurance and prepare the call for tenders
- Date of next meeting April 3.

Transportation Advisory – P. Chouinard:

- No report. Date of next meeting February 29, 2012.

Education – D. Smith :

- Met on January 23, 2012
- G. Somerville provided a summary proposal of the goals and organization of a one year language support class for certain students (code 34, 10 or 12 students) in cycle 3 elementary, for Fall 2012.
- L. Rae provided an overview of the purpose and content of the Partnership Agreement 2010-15, as well as a summary of the PA Report of 2010-2012.
- L. Roy provided an overview of the funding calculation and financial situation at ACCESS.
- Next meeting : April 30th at 6:30 p.m. at ACCESS

Financial and Audit – P. Chouinard

- A meeting was held on February 1st. The following topics were discussed:
 - Financial Report
 - Policy on Travel
 - Survey for QESBA
 - Smart boards
 - Benchmark for 08-09
 - Group Insurance
 - Tabled document on best practices put together by the Internal Auditor.
 - Next meeting is on February 28th at 6:30 p.m.

Governance and Ethics – M. L'Heureux

- Meeting held February 7, 2012.
- Discussion ensued re: student ombudsman
- Received interesting document on the evaluation of an ethics officer – to be discussed at next meeting
- Date of next meeting – April 3, 2012

Human Resources – H. Dumont :

- No meeting was held.
- Next meeting is on February 28th at 6:30 p.m.

Material Resources and Safe Schools – K. Cameron

- Lorraine Bouchard of Human Resources presented the role and objectives of the Board Office's Health and Safety Committee.
- With capital funds made available by the MELS, seven capital resolutions were reviewed by the Material Resources & Safe Schools Committee.
- Indoor facilities at REACH will be modernized this summer to adequately meet both staff and student needs.
- Riverside School Board's architect is presently in communication with Longueuil's technical staff concerning the Royal Oak building.
- Statistics concerning Riverside School Board's roof inventory were presented.
- Bell Canada has requested servitude on land at John Adam School to allow them to house a fiber optic station.
- Next meeting is on March 13, 2012

QESBA – A. Capobianco

- Board of Directors met on February 18th and some members attended by video-conferencing. There is a request for committee members from Riverside.
- Nine sites for virtual PD were discussed. This may serve as a significant cost-cutting measure.
- Commissioner certification is under discussion.
- Anticipate a PD Session in mid-April.

NEW BUSINESS

Resolution B410-20120221

ADOPTION OF THE DRAFT REVISED POLICY ON THE PURCHASE OF GOODS AND SERVICES

IT IS MOVED by Commissioner Lamoureux, seconded by Commissioner Rasmussen, that the draft revised Policy on the Purchase of Goods and Services, having been the subject of consultation from December 14, 2011 to February 10, 2012, be adopted.

UNANIMOUS

Resolution B411-20120221

ADOPTION OF DRAFT BY-LAW 4: DELEGATION OF AUTHORITY TO THE DIRECTOR GENERAL

WHEREAS the Policy on the Purchase of Goods and Services has been revised and updated to reflect the requirements of the Act Respecting Contracts with Public Bodies;

WHEREAS the Policies and By-Laws of the School Board must be in conformity with one another;

IT IS MOVED by Commissioner Blais, seconded by Commissioner Smith, that the modification and/or addition of Articles 1.1, 4.3.6 (new) and 4.3.8 of By-Law 4: Delegation of Authority to the Director General be adopted.

UNANIMOUS

Resolution B412-20120221

ADOPTION OF DRAFT BY-LAW 7: DELEGATION OF AUTHORITY TO THE ASSISTANT

DIRECTOR GENERAL

WHEREAS the Policy on the Purchase of Goods and Services has been revised and updated to reflect the requirements of the Act Respecting Contracts with Public Bodies;

WHEREAS the Policies and By-Laws of the School Board must be in conformity with one another;

IT IS MOVED by Commissioner Capobianco Skipworth, seconded by Commissioner Gareau, that the modification of Article 2.3.2 of By-Law 7: Delegation of Authority to the Assistant Director General be adopted.

UNANIMOUS

Resolution B413-20120221

ADOPTION OF DRAFT BY-LAW 8: DELEGATION OF AUTHORITY TO THE SECRETARY GENERAL

WHEREAS the Policy on the Purchase of Goods and Services has been revised and updated to reflect the requirements of the Act Respecting Contracts with Public Bodies;

WHEREAS the Policies and By-Laws of the School Board must be in conformity with one another;

IT IS MOVED by Commissioner Smyth, seconded by Commissioner Copeman, that the modification of Article 2.3.3 of By-Law 8: Delegation of Authority to the Secretary General be adopted.

UNANIMOUS

Resolution B414-20120221

ADOPTION OF DRAFT BY-LAW 9: DELEGATION OF AUTHORITY TO THE DIRECTOR OF FINANCE AND TRANSPORTATION

WHEREAS the Policy on the Purchase of Goods and Services has been revised and updated to reflect the requirements of the Act Respecting Contracts with Public Bodies;

WHEREAS the Policies and By-Laws of the School Board must be in conformity with one another;

IT IS MOVED by Commissioner Chouinard, seconded by Commissioner Lamoureux, that the modification of Article 2.2.7 of By-Law 9: Delegation of Authority to the Director of Finance and Transportation be adopted.

UNANIMOUS

Resolution B415-20120221

ADOPTION OF DRAFT BY-LAW 10: DELEGATION OF AUTHORITY TO THE DIRECTOR OF HUMAN RESOURCES

WHEREAS the Policy on the Purchase of Goods and Services has been revised and updated to reflect the requirements of the Act Respecting Contracts with Public Bodies;

WHEREAS the Policies and By-Laws of the School Board must be in conformity with one another;

IT IS MOVED by Commissioner Capobianco Skipworth, seconded by Commissioner Gareau, that the modification of Article 2.2.5 of By-Law 10: Delegation of Authority to the Director of Human Resources be adopted.

UNANIMOUS

Resolution B416-20120221

ADOPTION OF DRAFT BY-LAW 11: DELEGATION OF AUTHORITY TO THE DIRECTOR OF MATERIAL RESOURCES AND TECHNOLOGY

WHEREAS the Policy on the Purchase of Goods and Services has been revised and updated to reflect the requirements of the Act Respecting Contracts with Public Bodies;

WHEREAS the Policies and By-Laws of the School Board must be in conformity with one another;

IT IS MOVED by Commissioner Copeman, seconded by Commissioner Smyth, that the modification of Article 2.2.4 of By-Law 11: Delegation of Authority to the Director of Material Resources and Technology be adopted.

UNANIMOUS

Resolution B417-20120221

ADOPTION OF DRAFT BY-LAW 12: DELEGATION OF AUTHORITY TO THE DIRECTOR OF EDUCATIONAL/ COMPLEMENTARY SERVICES

WHEREAS the Policy on the Purchase of Goods and Services has been revised and updated to reflect the requirements of the Act Respecting Contracts with Public Bodies;

WHEREAS the Policies and By-Laws of the School Board must be in conformity with one another;

IT IS MOVED by Commissioner Blais, seconded by Commissioner Smith, that the modification of Article 2.3.2 of By-Law 12: Delegation of Authority to the Director of Educational/Complementary Services be adopted.

UNANIMOUS

Resolution B418-20120221

ADOPTION OF DRAFT BY-LAW 13: DELEGATION OF AUTHORITY TO THE SCHOOL PRINCIPAL AND CENTRE DIRECTOR

WHEREAS the Policy on the Purchase of Goods and Services has been revised and updated to reflect the requirements of the Act Respecting Contracts with Public Bodies;

WHEREAS the Policies and By-Laws of the School Board must be in conformity with one another;

IT IS MOVED by Commissioner D'Avignon, seconded by Commissioner Nichols, that the modification and/or addition of Articles 2.5.2 and 2.5.3 (new) of By-Law 13: Delegation of Authority to the School Principal or Centre Director be adopted.

UNANIMOUS

Resolution HR305-20120221

REGROUPMENT PLAN FOR ELEMENTARY AND SECONDARY EDUCATION :

IT IS MOVED by Commissioner Chouinard, seconded by Commissioner L'Heureux, that the Board adopts the « Regroupment plan for teachers for 2012-2013, for the purpose of identifying the teachers to be declared excess, placed on availability or non-reengaged because of surplus », which has been prepared according to the provisions of Appendix II of the 2010-2015 teachers' Collective Agreement;

FURTHERMORE, that a copy of these plans be filed with and made a part of the official copy of the minutes of the proceedings of this meeting.

UNANIMOUS

Resolution HR306-20120221

REGROUPMENT PLAN FOR ADULT EDUCATION (GENERAL AND VOCATIONAL) :

IT IS MOVED by Commissioner Smith, seconded by Commissioner Smyth, that the Board adopt the "Regroupment plan for teachers in Adult Education (General and Vocational) for 2012-2013, for the purpose of identifying the teachers to be declared excess, placed on availability or non-reengaged because of surplus", which has been prepared according to the provisions of Appendix III of the 2010-2015 teachers' Collective Agreement;

FURTHERMORE, that a copy of this plan be filed with and made a part of the official copy of the minutes of the proceedings of this meeting.

UNANIMOUS

Resolution HR307-20120221

SCHOOL CALENDARS 2012-2013

WHEREAS Resolution HR275-20110419 adopted the youth sector calendar for the 2012-2013 school year, identifying only the recommended vacation periods as well as the start and end of the school year;

WHEREAS such resolution also stipulated that a final youth sector calendar would be circulated for consultation regarding the placement of the terms and the remaining 12 pedagogical days;

IT IS MOVED by Commissioner Capobianco Skipworth, seconded by Commissioner Copeman, that the attached Youth, Continuing Educational and Vocational Training 2012-2013 school calendars be received for consultation which will run from February 22 to April 13, 2012.

UNANIMOUS

Resolution MR225-20120221

AWARDING OF A CONTRACT FOR THE ROOF REPLACEMENT AT THE ALTERNATE SCHOOL IN ST. LAMBERT:

WHEREAS Riverside School Board has requested, through Resolution MR MR216-20110628, monies to proceed with the roof replacement at The Alternate School in St. Lambert;

WHEREAS MÉLS has allocated monies to proceed with the roof replacement at The Alternate School in St. Lambert within its "Maintien du bâtiment" measure;

WHEREAS a public call for tenders was received on February 20, 2012 and results as follows (prices before taxes):

Toitures Trois Étoiles inc. \$124,225.00

Poulin & Bureau Inc.	\$131,978.00
Les Toitures Vick & Associés Inc.	\$132,246.00
Les Entreprises Chatel Inc.	\$133,700.00
Omer Brault Inc.	\$138,445.00
Toitures Léon inc.	\$139,895.00
Couvertures Victo 2000 Inc.	\$142,000.00
Les Entreprises Cloutier & Gagnon (1988) Ltée	\$150,000.00
Entreprise C.V. Dionne inc.	\$159,338.00
Couvertures Bourassa Inc.	\$160,412.56
Couverture Montréal-Nord Limitée	\$163,950.00
J. Raymond Couvreur et Fils Inc.	\$174,000.00

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

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

IT IS MOVED by Commissioner Cameron, seconded by Commissioner Blais, that Riverside School Board accept the recommendation of the professional firm, Normand Langlois Architecte, to award the contract for the roof replacement at The Alternate School to the lowest bidder in conformity, Toitures Trois Étoiles inc., for the amount of \$124,225.00, before taxes, and that the Director General be authorized to sign the contract to that effect.

UNANIMOUS

B419-20120221

RESIGNATION OF A COMMISSIONER

WHEREAS, the Chairman received a letter of resignation effective as of February 20, 2012, from Commissioner Mike Cloutier citing personal reasons for his decision;

IT IS MOVED by Commissioner L'Heureux, seconded by Commissioner Horrocks, that the resignation of Commissioner Mike Cloutier from Electoral Division 5, be accepted with regret.

UNANIMOUS

The Chairman informed the public of the procedures to be followed for replacement.

OTHER BUSINESS

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

PUBLIC QUESTIONS : None

ROUND OF APPLAUSE

- Commissioner Gour reported that the Grade 6 French Immersion class at Good Shepherd School has been selected to go to Quebec's Parliament for the 3rd year in a row. A class at William Latter was also selected.
- Commissioner Nichols noted that the Trefoil Guild was waiting for snow to fall in order to

help out at the Terry Fox Carnival.

- Commissioner Dumont stated that the programming for the upcoming CSBA conference was proceeding well. The keynote speakers include : Margaret Trudeau, Paul Martin, Buffy Sainte-Marie

CLOSING:

IT IS MOVED by Commissioner Blais, seconded by Commissioner Chouinard, at 8:56, that the meeting be closed.

CLOSING:

IT WAS M
_____, &

Moira Bell, Chairman

Denise Paulson, Secretary General

Members are hereby convened to a regular meeting on
Tuesday, February 21, 2012 at 7:30 p.m. at the Administration Centre
 7525, chemin de Chambly, Saint-Hubert, 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. Questions from the Public – 30 minutes
4. Approval of Minutes
 - 4.1 Adoption of the Minutes of the meeting of January 17, 2012
 - 4.2 Business arising from the Minutes of the meeting of January 17, 2012
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	6.5 Governance and Ethics
6.2 Transportation	6.6 Human Resources
6.3 Education	6.7 Material Resources and Safe Schools
6.4 Finance and Audit	6.8 Q.E.S.B.A.
7. New Business
 - 7.1 Adoption of the Draft Policy and Procedures on the Engagement of Personnel
 - 7.2 Adoption of the Draft Policy on the Purchase of Goods and Services
 - 7.3 Adoption of Draft By-Law 4: Delegation of Authority to the Director General
 - 7.4 Adoption of Draft By-Law 7: Delegation of Authority to the Assistant Director General
 - 7.5 Adoption of Draft By-Law 8: Delegation of Authority to the Secretary General
 - 7.6 Adoption of Draft By-Law 9: Delegation of Authority to the Director of Finance & Transportation
 - 7.7 Adoption of Draft By-Law 10: Delegation of Authority to the Human Resources
 - 7.8 Adoption of Draft By-Law 11: Delegation of Authority to the Director of Material Resources & Technology
 - 7.9 Adoption of Draft By-Law 12: Delegation of Authority to the Director of Educational/ Complementary Services
 - 7.10 Adoption of Draft By-Law 13: Delegation of Authority to the Principal/Centre Director
 - 7.11 Adoption of Regroupment Plan for Elementary and Secondary Education
 - 7.12 Adoption of Regroupment Plan for Adult Education (General and Vocational)
 - 7.13 School Calendars for Consultation
 - 7.14 Awarding of a Contract for the Roof Replacement at the Alternate School in St. Lambert
 - 7.15 Resignation of a Commissioner
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 February 17, 2012

Denise Paulson
 Secretary General

CORRESPONDENCE - RIVERSIDE SCHOOL BOARD
 2012.02.21

FROM / DE	TYPE	SUBJECT / OBJET	ENVOYÉ PAR COURRIEL/ EMAILED/DATE
Line Beauchamp, MELS	Lettre à la présidente / Letter to the Chairman	Mesure Maintien des bâtiments	
Moira Bell, présidente / Chairman	Lettre aux employés / Letter to staff members	Remerciement / Thank you	
Diane Morin, <i>Présidente du conseil d'administration, Association des services de garde en milieu scolaire du Québec</i>	Lettre à la présidente / Letter to the Chairman	Matériel de la semaine des services de garde en milieu scolaire / Material for school daycare week	
Brigitte Guay, MELS	Lettre à la présidente / Letter to the Chairman	Aide financière / Financial aid	