

## 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 October 16, 2012.

The Secretary General established that quorum was met and Chairman Moira Bell, called the meeting to order at 7:40 p.m.

### **COMMISSIONERS PRESENT:**

M. Bell	D. Horrocks	S. Rasmussen
K. Cameron	D. Lamoureux	G. Sastre
A. Capobianco Skipworth	M. L'Heureux	D. Smith
H. Dumont	L. Llewelyn Cuffling	D. Smyth
J. Freund	N. Nichols	<b>PARENTS</b> – P. Chouinard

**Regrets:** P. Booth Morrison, D. Copeman, P. D'Avignon, M. Gour, D. Pinel

**Absent :** F. Blais

### **Also present**

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

### **Presence noted**

A. Bélisle, J. Ruel, S. LeSueur, A. Audet

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

IT IS MOVED by Commissioner Cameron, seconded by Commissioner Smith, that item 7.7 be moved to after item 3 and that the agenda be adopted as amended and a copy be appended to the Minutes of this meeting.

UNANIMOUS

**PUBLIC QUESTIONS :** None

### **ADOPTION OF THE MINUTES OF THE MEETING HELD ON SEPTEMBER 18, 2012**

IT IS MOVED by Commissioner Cameron, seconded by Commissioner Smith, that the Minutes of the meeting held on September 18, 2012 be adopted.

UNANIMOUS

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

The Director General followed up:

- Nil

### **ADOPTION OF THE MINUTES OF THE SPECIAL MEETING HELD ON SEPTEMBER 25, 2012**

IT IS MOVED by Commissioner Smyth, seconded by Commissioner Dumont, that the Minutes of the special meeting held on September 25, 2012 be adopted.

UNANIMOUS

## **BUSINESS ARISING FROM THE MINUTES**

The Director General followed up:

- › Nil

## **CHAIRMAN AND DIRECTOR GENERAL**

Chair's report – M. Bell

- › No report
- › Director General's report – In the absence of the Director General, the ADG, Pierre Farmer reported :
- › Since the last Council meeting there have been no expulsions and one request for reinstatement was denied.
- › September 21 – Attended a lockdown exercise in Saint-Hyacinthe
- › September 27 – Attended the Terry Fox Run at Heritage
- › September 28 – Attended a meeting of the English Inter-Level Table
- › October 3 – Attended a meeting at the City of St. Lambert
- › October 10 – Met with Board office staff to discuss the budget
- › Update provided on a file that is in mediation
- › An employee file has reached a settlement

Parents' Committee: P. Chouinard

- › Meeting held on October 1, 2012.
- › Alexandra Audet was reelected Chairman
- › Sherri Rattray was elected Parent Committee Representative on the TAC

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

Executive – F. Blais

- › In the absence of the Chair, there was no report.

Transportation Advisory – L. Cuffling

- › Meeting held October 10.
- › Lesley Cuffling was elected Chair
- › Pierre Chouinard was elected Vice-Chair
- › Reviewed the following:
  - The 2012-2013 Transportation budget
  - The addition of a one-year contract for Berline transportation
  - The impact of alternate addresses, shared custody and available seats
  - Issues with transporting students to private schools (Charles Lemoyne)
  - Enrolment criteria – impact on transportation
  - Review of school entry
  - Parental requests

Education – D. Smith:

- › Meeting held September 24.
- › Dawn Smith was elected Chair
- › Sue Rasmussen was elected Vice-Chair
- › No changes to mandate

- › Meetings to be held on 4<sup>th</sup> Monday of the month
- › Exam results presentation by Lisa Rae and Lyse Gendron-Brodeur
- › Next meeting: October 22<sup>nd</sup> at 6:30

Finance and Audit – P. Chouinard

- › Meeting held September 19
- › Pam Morrison was elected Chair
- › Pierre Chouinard was elected Vice-Chair
- › No changes to mandate
- › Next meeting: October 16<sup>th</sup> – will review financial statements

Governance and Ethics – L. Cuffling

- › Meeting held October 2
- › Michel L'Heureux elected Chair
- › Fern Blais elected Vice-Chair
- › Next meeting December 4<sup>th</sup>, after the Executive Committee meeting

Human Resources – H. Dumont:

- › Meeting held on September 25<sup>th</sup>
- › H. Dumont acclaimed as Chair
- › A. Capobianco acclaimed as Vice-Chair
- › Review of mandate deferred to next meeting
- › Policy on Leaves of Absence reviewed
- › HR committee timeline deferred to next meeting
- › Next meeting: October 23<sup>rd</sup>

Material Resources and Safe Schools – K. Cameron

- › Meeting held October 9<sup>th</sup>
- › Ken Cameron was elected Chair
- › Jason Freund was elected Vice-Chair
- › Peter Sheel attended first meeting as Coordinator
- › Summary of summer projects
- › Radon testing to be conducted over the winter
- › Next meeting at the Call of the Chair

QESBA – A. Capobianco

- › PD session to be held October 26 and 27 at Château Vaudreuil
- › Meeting held with the Minister
- › Anna will address resolution adopted by Riverside concerning a QESBA Code of Conduct

**NEW BUSINESS**

Resolution B441-20121016

**ALLOCATION OF VOTES FOR AGM OF QESBA**

IT WAS MOVED by Commissioner Lamoureux, seconded by Commissioner L'Heureux that the Chairman, Moira Bell, receive the votes for Riverside commissioners not in attendance at the Annual general Meeting of the QESBA and redistribute them on site.

UNANIMOUS

Resolution HR342-20121016

## **APPOINTMENT OF AN ASSISTANT DIRECTOR OF COMPLEMENTARY SERVICES**

WHEREAS this resolution was reviewed and is supported by the Human Resources Committee;

IT IS MOVED by Commissioner L'Heureux, seconded by Commissioner Dumont, that Chantale Scroggins be appointed to the position of Assistant Director of Complementary Services, effective as of November 19, 2012

UNANIMOUS.

Resolution B438-20121016

## **DEPOSIT FOR CONSULTATION OF THE ENROLMENT CRITERIA FOR THE 2013-2014 SCHOOL YEAR**

IT IS MOVED by Commissioner Chouinard, seconded by Commissioner Lamoureux, that the Enrolment Criteria for the 2013-2014 school year be received for consultation from October 17, 2012 to December 7, 2012.

UNANIMOUS

Resolution B439-20121016

## **ADOPTION OF COMMITTEE MANDATES**

WHEREAS, the Education, Governance and Ethics, and Material and Safe Schools Committees have reviewed their mandates for 2012-2013;

IT IS MOVED by Commissioner Smith, seconded by Commissioner Sastre, that the mandates submitted by the Education, Governance and Ethics, and Material Resources and Safe Schools Committees be adopted.

UNANIMOUS

Resolution B440-20121016

## **REQUESTS FOR PROFESSIONAL DEVELOPMENT**

IT IS MOVED by Commissioner Chouinard, seconded by Commissioner Rasmussen, that the requests made by Commissioners Bell, Capobianco Skipworth, Chouinard, D'Avignon, Dumont, Horrocks and Nichols, to attend QESBA's Annual General Meeting and Professional Development in Vaudreuil on October 26 and 27, 2012 be approved.

UNANIMOUS

Resolution E116-20121016

## **MODIFICATION TO RESOLUTION E115-20120918**

WHEREAS Resolution E115-20120918 authorized payment of \$198,918.00 to Summit School, among others, for 10 students;

WHEREAS, the number of students attending Summit School has been reduced to nine and the related cost to \$179,180;

IT IS MOVED BY Commissioner Sastre, seconded by Commissioner Smith, that the modification to Resolution E11-20120918 be approved and that the resolution be adjusted to reflect the lower amount.

UNANIMOUS

Resolution F137-20121016

## **ONE-YEAR RENEWAL OF CONTRACT OF EXTERNAL AUDITORS**

WHEREAS School Boards must appoint an external auditor each year according to Article 284 of the Education Act;

WHEREAS in addition to the June 30th year- end audit, the Auditor General of the province is now requesting that an interim audit also be done on March 31st (9 months);

WHEREAS this resolution was reviewed and is supported by the Finance Committee;

IT IS MOVED by Commissioner Chouinard, seconded by Commissioner Smyth, that the contract with **Chartered Accountants Brunet, Roy, Dubé**, external auditors of Riverside School Board, be extended for an additional year to cover the 2012-2013 fiscal year.

UNANIMOUS

Resolution F138-20121016

### **DEPOSIT OF THE RIVERSIDE SCHOOL BOARD FINANCIAL STATEMENT**

WHEREAS the 2011-2012 financial statement has been prepared in accordance with the regulations of the Ministry of Education, Recreation and Sport;

WHEREAS the financial statement was verified by an external auditor and the verification report of said auditor has been presented to the Director General and the Council of Commissioners:

IT IS MOVED by Commissioner Nichols, seconded by Commissioner Cuffling, that the deposit of the 2011-2012 financial statement for Riverside School Board be accepted.

UNANIMOUS

### **OTHER BUSINESS**

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

**PUBLIC QUESTIONS:** None

### **ROUND OF APPLAUSE**

- › Commissioner Capobianco Skipworth congratulated Mountainview School on a job well done at the Autumn Harvest Meal.
- › Congratulations also to the staff at Heritage Regional High School for starting the Breakfast Club. Held a spaghetti dinner as a fundraiser. This is quite a remarkable commitment.
- › Commissioner Smith praised the commercial made at St. Mary's school. They also launched a recipe book.
- › Commissioner Lamoureux attended the academic awards night at Centennial Regional High School. Admired the level of performance – students representing the school at national and international levels.
- › Commissioner Horrocks – Salut Bonjour live broadcast.
- › Commissioner Nichols attended the Thanksgiving breakfast at Good Shepherd School. Is interested in knowing how long this activity has been taking place.
- › Commissioner Cuffling congratulated Sylvain Racette, Director General, on the recent birth of his second son. Mother, baby and big brother Édouard doing well.

**CLOSING:**

IT WAS MOVED by Commissioner Horrocks, seconded by Commissioner Dumont, at 8:31, 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, October 16, 2012 at 7:30 p.m.** at the Administration Centre  
 7525 chemin de Chambly, St. Hubert, QC

**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 September 18, 2012
  - 4.2 Business arising from the Minutes of the meeting of September 18, 2012
  - 4.3 Adoption of the Minutes of the special meeting of September 25, 2012
  - 4.4 Business arising from the Minutes of the special meeting of September 25, 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. HR: Appointment of Assistant Director of Complementary Services
  - 7.2. Board: Deposit for consultation of Enrolment Criteria
  - 7.3. Board: Adoption of Committee Mandates
  - 7.4. Board: Requests for Professional Development
  - 7.5. Education: Modification of Resolution E115-20120918
  - 7.6. Finance: Extension of Auditor's Mandate
  - 7.7. Finance: Deposit of Financial Statements and External Auditor's Report
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. Hubert, Québec, on October 12, 2012

Denise Paulson  
 Secretary General

**CORRESPONDENCE - RIVERSIDE SCHOOL BOARD**  
 2012.10.16

FROM	TYPE	SUBJECT
Gaston Lemay, L'ATEQ, President	Letter to the Chairman	Financial help
The Alternate staff	Letter to the President and Commissioners	'Welcome Back'
Stephen Kenndy, REACH /Chairman, Governing Board	Letter to the Chairman	Renovations
Judith Leonard, Principal, The Alternate School	Letter to the Chairman	One day conference
Greg Rokos, Chairman, Montreal Children's Hospital Foundation	Letter to the Chairman	Donation
Barbara Freeston, President <i>Pearson Educational Foundation</i>	Letter to the Chairman	Fundraising Gala
Aurélie Beauchemin, student	Letter to the Chairman	Thank you