

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 December 18, 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	J. Freund	N. Nichols
P. Booth Morrison	M. Gour	S. Rasmussen
K. Cameron	D. Horrocks	D. Smith
A. Capobianco Skipworth	M. L'Heureux	D. Smyth
H. Dumont	L. Llewelyn Cuffling	

Regrets: F. Blais, P. D'Avignon, D. Lamoureux, D. Pinel, G. Sastre, P. Chouinard, D. Copeman

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: Jean-René St-Cyr; S. Rattray and 2 other members of the public

A moment of silence was observed for the lives lost at Sandy Hook Elementary School in Newtown, Connecticut.

ADOPTION OF THE AGENDA:

IT IS MOVED by Commissioner Capobianco Skipworth, and seconded by Commissioner Cuffling, that the agenda be adopted and that a copy be appended to the Minutes of this meeting.

UNANIMOUS

PUBLIC QUESTIONS : None

ADOPTION OF THE MINUTES OF THE SPECIAL MEETING HELD ON NOVEMBER 13, 2012

IT IS MOVED by Commissioner L'Heureux seconded by Commissioner Gour, that the Minutes of the special meeting held on November 13, 2012 be adopted.

UNANIMOUS

BUSINESS ARISING FROM THE MINUTES

The Director General followed up:

- None

ADOPTION OF THE MINUTES OF THE MEETING HELD ON NOVEMBER 20, 2012

IT IS MOVED by Commissioner Cameron, seconded by Commissioner Smith, that the Minutes of the meeting held on November 20, 2012 be adopted.

This document is unofficial until it has been approved by the Council of Commissioners.

CHAIRMAN AND DIRECTOR GENERAL

Chair's report – M. Bell

October 17 - Chambly Academy Open House

October 18 - TAS conference on drugs/adolescent mental health. Hosted by TAS, with attendees from the field of alternative education from five boards.

October 24 - The Wave Against Bullying at St. Lambert Elementary (SLE). In its third year, an initiative started by a former student. The event included students from SLE, Chambly Academy, REACH, Champlain College, and for the first time, students from one of the neighborhood French schools.

October 25 - HRHS Academic Awards

October 26/27 - QESBA AGM/PD session

October 29 - New Employee Reception

November 7 - Margaret Trudeau at CRHS. The Chair thanked the Secretary General for organizing the event in such a short span of time.

November 9 - CRHS Remembrance Day Ceremony

November 14 - QESBA Executive Meeting

November 21 - Inauguration of the Boucherville Public Library. Artwork from the grade 6 class at BES was exhibited for the occasion. Parents, students and city officials were on hand for the ceremony.
- CA Academic Awards

December 5 – MRC meeting; items on the agenda:

- Admin Effectiveness Rubric
- Mentoring/ALP Program
- Recruitment Plan
- Career Interviews
- Professional Development Plan, update
- The role of teaching principals

December 6 – CLC conversation at Cedar Street

December 12 - Meeting with the Senior Development Officer for the Royal Victoria Hospital Foundation
- Administrator/Commissioner Social
- DG Liaison Committee

December 13 – St. Jude Governing Board

December 14 - QESBA board meeting

Director General's report – S. Racette

TOPICS THAT REQUIRED SPECIAL ATTENTION

- Since the last Council meeting, in accordance with the policy, 2 students were expelled from Heritage for possession of drugs and 1 from Chambly Academy for possession of a weapon.

MEETINGS

- › December 3 – Meeting with Ville de Longueuil concerning a possible partnership.
- › December 5 – Meeting re BCT Project.
- › December 5 – CLC Community Conversation at Cedar Street.
- › December 11 – Meeting w Mr. B. Matte, MELS.
- › December 12 – Administrators' Christmas Social.
- › December 13 – Meeting with the Minister re the 3 boards' agreement.

EVENTS

- › November 27 – ACCESS art vernissage.
- › November 28 – ArtWorks Festival at Centennial
- › December 13 – Christmas concert at Royal Charles

THINGS YOU SHOULD KNOW

- › Pre-K: The new government identified the PRE-K in disadvantaged socio economical milieus as a priority for the MELS. A steering committee has been formed to work on the feasibility and the English school boards have secured a representative on it.
- › Riverside's Symposium on Mental Health will be held on March 23rd.
- › Modification to Law 101 via Bill 14 (although the PQ has decided to not go ahead with the application of Law 101 in adult and vocational education, we still need to evaluate the full impact of the new law, especially on our military population).
- › Administrators will be starting a long-term planning exercise.

HATS OFF

- › To the Board's Social Committee and board staff for organising and participating in bake sales, a door decorating contest and other fundraising activities. They were able to raise over \$950, which will be donated for local Christmas baskets. They also collected many bags of hats, mittens and scarves, which will be delivered to the Old Brewery Mission.
- › To complementary services for the door decorating contest. Take the time to walk around the board to see the doors!
- › To Courtland Park School for a successful IB program review.
- › To an amazing team of directors who were very supportive during the first half of this school year.
- › To Riverside School Board for our graduation rate : For a fifth year in a row, we are a) getting better at graduating students; b) we are still one of the top 5 public school boards in the province and c) we are closing the graduation gap between boys and girls. Let's keep

This document is unofficial until it has been approved by the Council of Commissioners.

up the good work!

Parents' Committee: no report

REPORTS (non-voting items only)

Executive – M. L'Heureux

- Appointed five staff members to the Réseau de Sport étudiant du Québec en Montérégie.
- Reviewed revised draft policy regarding Bullying, Drugs and Violence in our Schools and will review it again in February

Transportation Advisory – L. Cuffling

- Met on November 27, 2012
- Reviewed the transportation budget for 2012-13
- Discussed available bus seats
- Reviewed timeline for revision of Transportation Policy
- There was a discussion regarding students using the RTL in August. Given that bus transportation is not free, single tickets must be purchased and put on the OPUS card.
- Next meeting: January 15, 2013

Education – D. Smith:

- No report
- Next meeting: January 28, 2013

Financial and Audit – P. Booth Morrison

- Met at 6:30 p.m. December 18, 2012
- Consultax – audit on possible recuperation of GST/QST
- Reviewed the quarterly report
- Reviewed the revised budget for 2012-2013 and discussed the reduction of the equalization grants for 2013-2014
- Next meeting: at the call of the chair

Governance and Ethics – M. L'Heureux

Met on December 4th.

Focus was on two distinct issues:

- First, we reviewed our current situation concerning the sale of the Nadeau street property. It was concluded that specific guidelines will be established for all future sales with the main goal of insulating the board and council from future outside auditing. Our committee will forward to council at a future time our recommendations for review and discussion. Also, our ADG Pierre Farmer has been mandated to look into developing additional guidelines to deal with obsolete equipment.
- Secondly, we're looking to see if we need to develop some additional procedures which would dictate what action to take if a non-declared conflict of interest arose involving a commissioner. The Secretary General was asked to consult and review existing policy or procedure from other boards across the province. Something might already exist so why re-invent the wheel.
- Next meeting: February 5, 2013 after the scheduled Executive meeting.

Human Resources – H. Dumont:

- Met on December 11, 2012
- Resolutions are before Council this evening
- Resource Centre at St. Lambert Elementary will close and services will be moved to the printer at Heritage Regional High School
- Career interviews will begin in January
- Succession planning discussed
- Next meeting: January 29, 2013. Harassment Policy will be reviewed.

Material Resources and Safe Schools – K. Cameron

- Met on December 4, 2012
- Received cost summary for 5 schools re post-flood repairs
- Stairwell at Mount Bruno was discussed
- Council room acoustics were upgraded
- Light was added to illuminate pathway to parking lot
- Looking at lighting the Riverside signage near the road
- Two new employees will begin to work in IT in January
- ACCESS projects at Royal Oak and Cleghorn were discussed
- Fire drill document was reviewed
- Resolution regarding Mountainview school park will be presented this evening
- Next meeting: at the call of the chair

QESBA – A. Capobianco

- Met on December 14, 2012
 - Discussed the \$200 million cuts to education across the province
 - QESBA is organizing an 'Invite your MNA' project
 - St-Sauveur will be the location for the Spring Conference on May 30 – June 1 2013
 - Discussed Bill 14 and its impact on English boards
 - Discussed November 2014 elections
 - Statistics regarding English parents sending their children to French school were noted
 - QESBA Code of Conduct will be sent to commissioners shortly
 - Next meeting: February 8, 2012
- Commissioner Horrocks added the following comments:
- Boards may be receiving responses to their derogation requests regarding the number of commissioners as early as this week
 - Two school boards are questioning the validity of the contracting process
 - LBPSB is swearing in two student-commissioners.

NEW BUSINESS

Resolution B444-20121218

ADOPTION OF THE ENROLMENT CRITERIA FOR 2013-2014

WHEREAS public consultation was held from October 17 to December 7, 2012;

WHEREAS feedback was received from the Riverside community;

IT IS MOVED by Commissioner Rasmussen, seconded by Commissioner Cuffling, that the modifications proposed for St. Jude and Mountainview Schools be withdrawn and that the remaining modifications proposed to the Enrolment Criteria for 2013-2014, including changes affecting Greenfield Park International School, Heritage Regional High School, REACH, St. Mary's

This document is unofficial until it has been approved by the Council of Commissioners.

and Terry Fox be adopted.

UNANIMOUS

Resolution HR346-20121218

APPOINTMENT OF STAFF ASSISTANT

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

IT IS MOVED BY Commissioner Smyth, seconded by Commissioner Capobianco Skipworth that **Stephanie Domes** be appointed to the position of Staff Assistant at Mount Bruno School for the 2012-2013 school year effective November 19, 2012.

UNANIMOUS

Resolution HR347-20121218

REGROUPMENT PLAN FOR ELEMENTARY AND SECONDARY EDUCATION

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

IT IS MOVED by Commissioner Dumont, seconded by Commissioner Morrison, that the Board adopts the "Regroupment Plan for Teachers for 2013-2014, 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 HR348-20121218

REGROUPMENT PLAN FOR ADULT EDUCATION (GENERAL AND VOCATIONAL) :

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

IT IS MOVED by Commissioner Smith, seconded by Commissioner Rasmussen, that the Board adopt the "Regroupment Plan for teachers in Adult Education (General and Vocational) for 2013-2014, 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 HR349-20121218

SELECTION OF AN EMPLOYEE ASSISTANCE PROGRAM

WHEREAS the contract with Morneau Shepell for an Employee Assistance Program has expired but is being maintained, on a monthly basis, until January 31st, 2013.

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

GROUPE RENAUD \$121 539.00

This document is unofficial until it has been approved by the Council of Commissioners.

HOMEWOOD	\$152 958.60
MORNEAU SHEPELL	\$157 257.90
PHYSIMED	\$165 385.80
SOLAREH	not in conformity

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 Human Resources and an external Human Resources Administrator;

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

GROUPE RENAUD	\$112 536.11
MORNEAU SHEPELL	\$133 269.41
HOMEWOOD	\$148 503.50
PHYSIMED	\$153 135.00
SOLAREH	not in conformity

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

WHEREAS on further verifications, the bidder has demonstrated that they can meet the needs of Riverside School Board;

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

IT IS MOVED by commissioner Horrocks, seconded by commissioner Smyth, that Riverside School Board accept the recommendation of the selection committee to award the Employee Assistant Program for a three-year period with possible renewal of two additional years, to the lowest bidder in conformity, GROUPE RENAUD for the amount of \$121,539.00, before taxes for the period from February 1, 2013 to January 31, 2015; and

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

UNANIMOUS

Resolution MR239-20121218

APPROVAL IN PRINCIPLE OF AN AGREEMENT BETWEEN MOUNTAINVIEW SCHOOL AND THE CITY OF OTTERBURN PARK FOR THE IMPROVEMENT OF THE PLAYGROUND AT MOUNTAINVIEW SCHOOL

WHEREAS article 267 of the Education Act states that a school board may enter into an agreement with a municipality in its territory to jointly establish, maintain or improve playgrounds;

WHEREAS Mountainview School and the City of Otterburn Park have maintained positive relations over the years;

WHEREAS discussions have taken place with Material Resources, Mountainview School and the City of Otterburn Park regarding the use and care of the school's playground;

WHEREAS the Governing Board of Mountainview School passed a resolution in support of this project;

This document is unofficial until it has been approved by the Council of Commissioners.

IT IS MOVED by Commissioner Capobianco Skipworth, seconded by Commissioner Freund, that Council approve an agreement in principle allowing the City of Otterburn Park to create a junior skate park on the grounds of Mountainview School, in exchange for the City's commitment to place cameras on the outside of the building in strategic locations to reduce vandalism, to install a safe pathway for walkers to use as they are dropped off at school, to repair and upkeep play structures to ensure they are safe and to maintain the soccer field; and

FURTHERMORE, that the final version of the agreement and plans be brought to Council for a final decision.

UNANIMOUS

OTHER BUSINESS

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

PUBLIC QUESTIONS : Mrs. Rattray asked what 'retracted' meant. The Chair responded.

ROUND OF APPLAUSE

- Commissioner Smyth attended the Christmas concert at John Adam School. The theme was Around the World.
- Commissioner Rasmussen congratulated Emma Scott who was a winner of a city-sponsored art contest. She also attended the art vernissage at ACCESS, visited Royal Charles, the Centennial Christmas bazaar, the Riverside social and the Good Shepherd concert
- Commissioner Morrison attended the CLC conversation which she found very interesting. Participants expressed an interest in meeting again.
- Commissioner Capobianco congratulated Mountainview School on its successful Santa Brunch on December 2nd. She also mentioned that a contribution in canned goods had been made to Action bénévole. She is planning to attend the Christmas concert tomorrow evening.
- Commissioner Gour attended the art day at Centennial, the St-Lambert/Centennial CLC conversation which she found very interesting, the Riverside social, the Good Shepherd Christmas concert, the video-conference on bullying at Centennial Regional High School. More than 30 parents were in attendance. She also plans to attend the luncheon at REACH tomorrow.
- Commissioner Dumont attended the CLC meeting where she learned a lot about their purpose. She also attended a fundraising for the special Olympics soccer team.
- The Chair extended her best wishes to everyone for a happy, health and restful holiday season.

CLOSING:

IT WAS MOVED by Commissioner Morrison, seconded by Commissioner Cuffling, at 8:50 p.m. that the meeting be closed.

Moira Bell, Chairman

Denise Paulson, Secretary General

Members are hereby convened to a **regular** meeting on
Tuesday, December 18, 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 special meeting of November 13, 2012
 - 4.2 Business arising from the Minutes of the special meeting of November 13, 2012
 - 4.3 Adoption of the Minutes of the meeting of November 20, 2012
 - 4.4 Business arising from the Minutes of the meeting of November 20, 2012
5. Chairman and Director General
 - 6.1 Chairman's Report
 - 6.2 Director General's Report
 - 6.3 Parents' Committee Report
6. Committee Reports
 - 6.1 Executive
 - 6.2 Transportation
 - 6.3 Education
 - 6.4 Finance and Audit
 - 6.5 Governance and Ethics
 - 6.6 Human Resources
 - 6.7 Material Resources and Safe Schools
 - 6.8 Q.E.S.B.A.
7. New Business
 - 7.1. Adoption of the Enrolment Criteria 2013-2014
 - 7.2. Appointment of Staff Assistant at Mount Bruno School
 - 7.3. Regroupment Plans for Elementary and Secondary Education
 - 7.4. Regroupment Plans for Adult Education (General and Vocational)
 - 7.5. Selection of an Employee Assistance Program
 - 7.6. Agreement in Principle for Mountainview Playground
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 December 14, 2012

Denise Paulson
Secretary General

2013-2014

<p style="text-align: center;"><u>PLAN DE REGROUPEMENT - PRIMAIRE</u> <i>REGROUPEMENT PLAN - ELEMENTARY</i></p>

INSTRUCTION GIVEN IN ENGLISH

General Subjects
English Language Arts
Physical Education and Health
Music
Visual Arts
Drama
Dance
Special Education
Computer Science

INSTRUCTION GIVEN IN FRENCH

French Immersion
French Second Language
Éducation physique et santé
Musique
Arts plastiques
Art dramatique
Danse
Enfance inadaptée
Informatique

INSTRUCTION GIVEN IN ANOTHER LANGUAGE

Spanish

2013-2014

<p>PLAN DE REGROUPEMENT - SECONDAIRE <u>REGROUPEMENT PLAN - SECONDARY</u></p>

INSTRUCTION GIVEN IN ENGLISH

English Language Arts
Physical Education and Health
Human Sciences
Home Economics
Mathematics
Computer Sciences
Science and Technology
Special Education
Guidance
Visual Arts
Music
Drama
Dance
Ethics and Religious Culture
POP (Personal Orientation Project)

INSTRUCTION GIVEN IN ANOTHER LANGUAGE

Français
French Second Language
Sciences humaines
Sciences et technologie
Spanish
Éthique

2013-2014

***PLAN DE REGROUPEMENT
EDUCATION DES ADULTES
REGROUPEMENT PLAN – ADULT EDUCATION***

Basic English
English Language Arts
French Second Language
Mathematics
Natural Sciences
Human Sciences
Computers
Healthy Living
Orientation
Creative Writing
In-House Program

***PLAN DE REGROUPEMENT
FORMATION PROFESSIONNELLE
REGROUPEMENT PLAN – VOCATIONAL EDUCATION***

Secretarial Studies
Accounting
Starting a Business
Health Care
Pharmacy Technical Assistance
Professional Sales & Representation
Bricklaying

CORRESPONDENCE - RIVERSIDE SCHOOL BOARD

2012.12.18

FROM	TYPE	SUBJECT
Heritage Regional High School	Letter to the Chairman	Invitation
Secondary Administration	Letter to the Chairman	Presentation by Wanda Phillips
Liette Chamberland, President, QFHSA	Letter to the Chairman	Resolutions
Gaston Lemay, president, ATEQ	Letter to the Chairman	School bus safety campaign
Audrey Colinson	Letter to the Chairman	Thank you
Greg Rokos, Chairman, Board of Directors	Letter to the Chairman	<i>Tiny Tim Fund</i>