

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 September 17, 2013.

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

Regrets: K. Cameron, J. Freund, G. Sastre

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
 Mary Williams, Director of Educational Services
 Gail Somerville, Director of Complementary Services
 Lucie Roy, Director of Adult and Continuing Education

Presence noted

M-N, Romulus, V. Roach

ADOPTION OF THE AGENDA:

IT IS MOVED by Commissioner Cuffling, seconded by Commissioner L'Heureux, 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 MEETING HELD ON AUGUST 27, 2013:

IT IS MOVED by Commissioner Smith, seconded by Commissioner D'Avignon, that the Minutes of the meeting held on August 27, 2013, be adopted as corrected.

UNANIMOUS

BUSINESS ARISING FROM THE MINUTES

The Director General followed up:

- None

CHAIRMAN AND DIRECTOR GENERAL

Chair's report – M. Bell

- None

Director General's report – S. Racette

TOPICS THAT REQUIRED SPECIAL ATTENTION

- There have been no expulsions or reinstatements since the last Council meeting.

MEETINGS

- › September 5-6 – ADGESBQ at WQSB
- › September 13 – MSSS Meeting to discuss access to quality services in the health sector for the Anglophone community.

EVENTS

- › The Director General reported on the various events he attended.

THINGS YOU SHOULD KNOW

- › The Director General reported on the following items:
 - Update on school taxes
 - Information on la Charte des valeurs québécoises
 - Mountainview skate park opposition
 - The Junior-K will not open in 2013-2014
 - ACCESS fundraiser for Lac Mégantic on September 19th: Yoga in White (see binder).
 - Parent evening sessions organized this year by Complementary Services:
 - October 2: Bullies – Their Making and Unmaking, Eva de Gosztonyi
 - November 20: Achieving School Success with Learning Disabilities, Lynn Senecal
 - February: Internet Safety at Home, Michael Sitruk
 - April: Drug Awareness for Parents, Wanda Phillips & Terry Fischini
 - Other sessions may be organized on behaviour management, demystification of roles of psychologists and counsellors in re-education and resources for special needs students

Parents' Committee: D. Copeman

- First meeting will be held on October 7, 2013.

REPORTS (non-voting items only)

Executive – F. Blais

- A resolution was adopted pre-approving commissioners' requests to attend the AGM of the QESBA on October 25 and 26th. The Secretary General will send forms to members to complete in order for the registration payment to be made.
- Members are reviewing the Board policies that need to be revised or updated.

Transportation Advisory – L. Cuffling

- Meeting to be held on October 16th at 1:30.

Education – D. Smith:

- Meeting to be held on September 23rd at 6:30 p.m. at ACCESS.

Finance and Audit – P. Booth Morrison

- Meeting was held on September 3rd.
- P. Morrison was acclaimed as Chair; P. Chouinard as Vice-Chair.

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

- Mandate was reviewed – no changes to be made.
- Meetings will be held on the last Tuesday of the month; will coordinate with other committees
- 2013-2014 objectives of committee were reviewed
- Reviewed Consultax report re: GST-PST – recuperated \$25,000.
- Enrolment projections for the board were reviewed; there looks to be an increase by 2017
- October or November – will go to tender for external auditors
- Accumulated surplus was discussed
- Date of next meeting is at the call of the Chair

Governance and Ethics – M. L’Heureux

- Meeting was held September 3rd
- Michel L’Heureux was elected Chair and Fernand Blais was elected Vice-Chair
- Reviewed mandate (before Council tonight)
- As a result of a request made at the last Work Session, members will review the eligibility criteria for each and all standing committees and create a ‘cheat sheet’ for those interested.
- Discussed the necessity of in camera sessions of Standing Committees
- Date of next meeting: October 1, 2013, following the next Executive meeting.

Human Resources – H. Dumont:

- Henriette Dumont was acclaimed as Chair, Anna Capobianco-Skipworth Vice-Chair.
- Mandate was reviewed – it will be put before Council for adoption in October.
- Next meeting is at the call of chair.

Material Resources and Safe Schools – K. Cameron

- Meeting held September 10
- Ken Cameron was elected Chair; Pierre D’Avignon was elected Vice-Chair
- Reviewed mandate and accepted with minor modifications (before Council tonight)
- Meetings to be held, in general, at 4:30 p.m.
- The resolution re: the construction of a gymnasium at St. Johns (before Council tonight) was reviewed and supported.
- A proposed agreement with the City of St. Bruno regarding the parking lot usage and surveillance at Mount Bruno School was reviewed and supported.
- An updated version of the summer capital project costs was distributed.
- Next meeting is at the call of the Chair.

QESBA – A. Capobianco

- Meeting held on September 6. Commissioner Capobianco participated by telephone and provided an overview of the items discussed.
- Constitution committee is looking at number of commissioners there will be post-elections in November 2014.
- Date of next meeting: October 25th at 2 p.m.

NEW BUSINESS

Resolution B473- 20130917

ADOPTION OF THE BOARD OBJECTIVES FOR 2013-2014

IT IS MOVED by Commissioner Chouinard, seconded by Commissioner Rasmussen, that the Board Objectives for 2013-2014 be adopted as presented and that a copy be appended to these minutes.

UNANIMOUS

Resolution B474- 20130917

ADOPTION OF THE MANDATE OF THE GOVERNANCE AND ETHICS COMMITTEE FOR 2013-2014

IT IS MOVED by Commissioner L’Heureux, seconded by Commissioner Smith, that the mandate presented by the Governance and Ethics Committee be adopted and that a copy be appended to these

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

minutes.

UNANIMOUS

Resolution B475- 20130917

ADOPTION OF THE MANDATE OF THE FINANCE AND AUDIT COMMITTEE FOR 2013-2014

IT IS MOVED by Commissioner D'Avignon, seconded by Commissioner Morrison, that the mandate presented by the Finance and Audit Committee be adopted and that a copy be appended to these minutes.

UNANIMOUS

Resolution B476- 20130917

ADOPTION OF THE MANDATE OF THE MATERIAL RESOURCES AND SAFE SCHOOLS COMMITTEE FOR 2013-2014

IT IS MOVED by Commissioner Copeman, seconded by Commissioner D'Avignon, that the mandate presented by the Material Resources and Safe Schools Committee be adopted and that a copy be appended to these minutes.

UNANIMOUS

Resolution MR270-20130917

REQUEST TO THE MINISTRY OF EDUCATION, RECREATION AND SPORT (MELS) FOR THE CONSTRUCTION OF AN ADDITIONAL GYMNASIUM AT ST. JOHNS SCHOOL

WHEREAS, Riverside School Board, by resolution MR238-20120626, requested additional classroom space for St. Johns School;

WHEREAS, St. Johns School offers instruction from Kindergarten to Secondary 5, had a building capacity of 765 students based on MÉLS' norms, currently has a weighted enrolment of 882.14 students and should be entitled to additional classrooms as well as resource space;

WHEREAS, in a letter dated May 3, 2013, Riverside School Board received a grant of \$2,025,690 from the MÉLS for the addition of classrooms to St. Johns School;

WHEREAS the new MÉLS' building capacity provides for enough classrooms for students but lacks in sports teaching stations;

WHEREAS modifications to the new teachers' collective agreement call for both reduced student/teacher ratios and the "a priori" weighting of coded students, which will result in increased pressure on the use of the building;

WHEREAS the MÉLS' enrolment forecast for the School Board for the next five (5) years remains stable;

WHEREAS the construction of a new gymnasium is absolutely needed;

WHEREAS the St. Johns Governing Board supports the request for an additional gymnasium in order to properly implement the Basic School Regulation at both elementary and secondary levels as stipulated by the Education Act;

WHEREAS this sports space becomes all the more necessary given that it fits perfectly with the philosophy of the Green Paper « *Le goût de bouger – vers une politique nationale du sport, du loisir et de l'activité physique* »;

WHEREAS St. Johns School sport facilities will also be made available for extracurricular activities to the community-at-large in the region of Saint-Jean-sur-Richelieu;

WHEREAS Riverside School Board received a confirmation that its linguistic counterpart, Commission scolaire des Hautes-Rivières, does not have any unused space and that it has requested and received a

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

grant from the MÉLS for an additional gymnasium in the same area where St. Johns School is located;

IT IS MOVED by Commissioner D'Avignon, seconded by Commissioner Chouinard, that a request be presented to the MELS to fund the construction of a gymnasium including changing rooms and storage; and

THAT this request be forwarded to the "Direction générale du financement et des équipements" of the MÉLS with a copy to the "Direction régionale de la Montérégie."

UNANIMOUS

OTHER BUSINESS

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

PUBLIC QUESTIONS : None

ROUND OF APPLAUSE

- Commissioner Gour said the newly renovated bathrooms at Good Shepherd are absolutely incredible.
- Commissioner Blais thanked all for the kindness and compassion they showed at the recent loss of his wife.
- Commissioner Dumont suggested that Riverside School Board create a 'Wall of Fame' to celebrate Riverside students who achieve success as adults.

CLOSING:

IT IS MOVED by Commissioner Blais, seconded by Commissioner Gour, at 8:45, that the meeting be closed.

UNANIMOUS

Moira Bell, Chairman

Denise Paulson, Secretary General

CORRESPONDENCE - RIVERSIDE SCHOOL BOARD
2013.09.17

<i>FROM</i>	<i>TYPE</i>	<i>SUBJECT</i>
Gaston Lemay, président, Fondation de l'ATEQ	Letter to the Chairman	Help to underprivileged children in the school system
Hoda Mady, Student	Letter to the Director General	Thank you
Denise Paulson, Secretary General	Letter to the CRÉ	Adoption of school board divisions
Francine Charbonneau, Députée de Mille-Îles, National Assembly	Letter to the Chairman	Daily challenges

Members are hereby convened to a **regular** meeting on
Tuesday, September 17, 2013 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 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 adjourned meeting of August 27, 2013
 - 4.2 Business arising from the Minutes of the adjourned meeting of August 27, 2013
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 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 Board Objectives for 2013-2014
 - 7.2 Adoption of Committee Mandates:
 - Governance and Ethics
 - Finance and Audit
 - Material Resources and Safe Schools
 - 7.3 Request to Ministry for the construction of an additional gymnasium at St. Johns
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 September 12, 2013

Denise Paulson, Secretary General

GOVERNANCE & ETHICS COMMITTEE MANDATE

Composition: The Governance and Ethics Committee shall be comprised of the same members who are elected to the Executive Committee.

Meetings: The Committee shall meet a minimum of three (3) times during the school year.

General Mandate (Article 193.1EA)

The Governance and Ethics Committee shall, among other things, assist the commissioners, if necessary, in selecting persons whose competence and qualifications are considered to be useful for the administration of the school board for the purposes of co-optation under paragraph 3 of section 143, and in developing and updating the code of ethics and professional conduct provided for in section 175.1.

The following elements are also included in the mandate:

In terms of the Composition of the Council of Commissioners: (art. 143 EA)

- To assist commissioners in selecting persons (co-opted commissioners) whose competence and qualifications are considered to be useful for the administration of the school board.
- To draft the profile of a co-opted commissioner.

In terms of the Code of Ethics and Professional Conduct for Commissioners: (art. 175.1 EA)

- To make recommendations to Council on the following:
 - Development of the Code of Ethics and Professional Conduct
 - Changes, corrections or clarifications to be made to the Code of Ethics
 - Appointment of the person responsible for applying the Code of Ethics
 - Remuneration to be paid to the person responsible for applying the Code of Ethics
 - Report on matters related to the Code of Ethics as required by the Education Act or as mandated by Council.
 - Promote the Code of Ethics and Professional Conduct and its principles at Council level.
 - Develop and present to Council procedures regarding Governance and Ethics .

In terms of Professional Development: (article 177.3 EA)

- To make recommendations to Council on the following:
 - Topics of interest to council members
 - Schedule of professional development activities
 - Contents of toolkit for new commissioners
 - Other....

As well as any other topics that Council may mandate it to review.

In terms of the Complaint Examination Procedure: (article 220.2 EA)

- To make recommendations to Council on the following:
 - The development and periodic review of the Complaints By-Law.
 - The appointment of the Student Ombudsman.
 - The remuneration to be paid to the Student Ombudsman.

Adopted by the Governance and Ethics Committee on September 3, 2013

Adopted by the Council of Commissioners on September 17, 2013

FINANCE AND AUDIT COMMITTEE MANDATE

Finance Functions:

- Review financial reports quarterly and annually, including budgets and forecasts of year-end results;
- Review changes in accounting principles;
- Review any situation that could have a material effect on the financial position of the Board;
- Make recommendations to Council with respect to the acquisition and use of the financial resources of the school board, schools, and centers;
- Provide finance advice or information in support of educational and/or operations proposals that require funds or economic analysis and make recommendations to Council.

Audit Functions:

External Audit

- Provide recommendations regarding the selection of the external auditor to the Council of Commissioners;
- Meet with the external auditor prior to commencement of the audit to review the audit plans;
- Review any matters that impair the conduct of the external audit;
- Review the annual audited financial statements, including the auditor's report and the memorandum of findings and recommendations and working directly with the external auditor, assist Council in interpreting such documents;
- Make a recommendation to the Council of Commissioners regarding the acceptance of the annual audit report;
- Review the corrective action plan developed by the Board and the implementation of such plans;
- Review the mandate of the external auditors to study the possibility of extending the mandate to meet specific needs.

Internal Audit

- Ensure that the budgets and financial statements that are provided accurately reflect the activity and performance of the financial resources of the school board, its schools and centers and make recommendations to Council;
- Review compliance with bylaws and policies as they relate to the financial matters of the Board;
- Make recommendations to the Council of Commissioners regarding the appointment of the internal auditor;
- Assist in the oversight of the internal audit function, including reviewing the annual internal audit plan to ensure that high risk areas and key control activities are periodically evaluated and tested and reviewing the results of internal audit activities;
- Review significant recommendations and findings of the internal auditor;
- Monitor implementation of the internal auditor's recommendations;
- Participate in the evaluation of the performance of the internal audit function;
- Respond to any matter that may be referred to the Audit Committee by Council.

Approved by the Finance and Audit Committee on September 3, 2013.

Adopted by Council on September 17, 2013

MATERIAL RESOURCES AND SAFE SCHOOLS COMMITTEE

MANDATE 2013-2014

Review, consider and recommend to the Council of Commissioners regarding:

- Major building projects to be included in the five-year plan;
- Hiring of professionals related to major building projects as governed by the “*Loi et règlements sur les contrats des appels d’offres publics*”;
- Financial control and implementation of building modifications exceeding \$25,000. and any extra expenditures related to the application of the LCOP;
- Other significant Material Resources matters such as land sales, major rentals or service contracts;
- Security and emergency measures in our schools, centres and offices;
- Physical health and safety of all Riverside community members;
- Issues specifically referred by Council.

Date of adoption by Material Resources and Safe Schools Committee: September 10, 2013

Date of adoption by Council of Commissioners: September 17, 2013

OBJECTIVES 2013-2014

BOARD OBJECTIVES

- 1. ASSESS THE DELIVERY OF THE PROGRAMS OF STUDY IN ENGLISH LANGUAGE ARTS, FRENCH SECOND LANGUAGE AND MATHEMATICS OFFERED AT THE ELEMENTARY LEVEL WITH THE INTENTION OF IMPROVING STUDENT SUCCESS. THIS WILL OCCUR BY AN ANALYSIS OF STUDENT SUCCESS AND IN CONSIDERATION OF THE LEGAL REQUIREMENTS¹. EXTEND THIS GOAL IN 2014-2015 TO THE HIGH SCHOOLS.**

Measurable outcomes: Increase success rates in the identified programs of study.

- 2. DEVELOP AND PROMOTE STRATEGIES TO KEEP SECONDARY 2 AND 3 STUDENTS ENGAGED AND SUCCESSFUL IN SCHOOL BY INCREASING EXTRACURRICULAR ACTIVITIES, DIVERSIFICATION OF SERVICES AND TARGETED INTERVENTIONS IN ACADEMICS.**

Measurable outcomes: Improved results in the area of student engagement on the Tell them for me survey.

- 3. CONTINUE TO PROMOTE AND DEVELOP ADULT & VOCATIONAL EDUCATION AT RIVERSIDE WITH THE INTENTION OF IMPROVING STUDENT SUCCESS.**

Measurable outcomes: Increased enrolment and increased high school graduation rates.

- 4. OPTIMIZE THE OCCUPANCY AND USE OF THE SCHOOLS AND CENTERS WHILE SUPPORTING STUDENT SUCCESS AND WELL-BEING AND RESPECTING THE USE OF HUMAN AND FINANCIAL RESOURCES. THIS WILL BE ACHIEVED BY CONDUCTING AN ANALYSIS OF ZONING ON THE TERRITORY OF THE BOARD AND BRINGING RECOMMENDATIONS FOR IMPROVEMENT.**

Measurable outcomes: Present a resolution to Council by March 2014.

¹ Quebec Education Act, Basic School Regulation and Quebec Education Program.