

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 April 15, 2014.

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 | D. Pinel |
| K. Cameron | D. Horrocks | S. Rasmussen |
| P. D'Avignon | D. Lamoureux | D. Smith |
| H. Dumont | M. L'Heureux | D. Smyth |
| | L. Llewelyn Cuffling | PARENTS – P. Chouinard, D. Copeman |

Regrets : A. Capobianco Skipworth, L. Llewelyn Cuffling, G. Sastre

Absent : F. Blais

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
 Lucie Roy, Director of Adult and Continuing Education

Presence noted

Isabelle Lessard

ADOPTION OF THE AGENDA:

IT IS MOVED by Commissioner Chouinard and seconded by Commissioner Dumont, 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 MARCH 18, 2014

IT IS MOVED by Commissioner Smith, seconded by Commissioner Smyth, that the Minutes of the meeting held on March 18, 2014 be adopted.

2 ABSTENTIONS (L'Heureux and Rasmussen)

UNANIMOUS

BUSINESS ARISING FROM THE MINUTES

The Director General followed up:

- None

CHAIRMAN AND DIRECTOR GENERAL

Chair's report – M. Bell

March 22 – Attended the Chambly Academy Fashion Show - raised \$10,000 for the oncology ward at the Children's and the school

March 28/29 – Attended the QESBA Spring PD in Boucherville. Congratulations to the Boucherville School Choir for a wonderful presentation.

April 4 – Attended the St. Lambert Elementary Kid's Cup. In excess of \$14,000 was raised

April 10 – Attended the Personal Project Fair at Chambly Academy

Director General's report – S. Racette

TOPICS THAT REQUIRED SPECIAL ATTENTION

Since the last Council meeting, there have been 3 expulsions from Heritage; 2 for drug-related events and 1 for bullying/violence.

MEETINGS AND EVENTS

The Director General reported on the various meetings and events he attended.

THINGS YOU SHOULD KNOW

- April 15 – CPNCA tour at Riverside
- April 16 – After 3 invitations for a presentation on Bill 63 the MELS will meet the Montérégie school boards tomorrow to review upcoming challenges in education in 2014-2015
- April 16-17 – Raymond, Chabot, Grant Thornton will be at Riverside to review administrators' best practices
- Project for 50 students per year accepted at the CRÉ de Longueuil for shadowing
- Jeux du Québec construction – road will be fixed after temporary disruption
- ACCESS signed an agreement with C.s. des Patriotes for Stationary Machine Mechanic program
- Of the three recent program requests sent in by ACCESS for Hotel reception, Automotive body repair and repainting and Transport by truck, only the latter received a conditional approval from Emploi-Quebec, and the other two were refused
- John Adam principal meeting with City of Delson re traffic issues
- TIPSA will be holding a voc/tech education celebration in the Fall
- Resolutions will be brought to the May Executive regarding signing authority for a protocol with des Patriotes school board for the *Réparation de machines fixes* shared program
- Sean Aiken (One Job a week) is going to be presenting at ACCESS

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

HATS OFF

- › A special thanks to Tim Mahoney and his staff for their support to other students and their families during the stressful time when a student went missing for several days. The student is now returned with her loved ones.
- › To Mary Eva, teacher at Heritage, for sending us daily poems during Poetry Month (see binder)
- › To Bob Matthey for his “Good News All Around” (see DG binder)
- › To Terry Fox student, Jessie, for winning 1st place in the Mission Jeunesse Québec’s contest “Québec Lumières! Well done!
- › To Debbie Summerlin and her St. Lambert music students for participating in MusicFest Quebec
- › To Centennial and Chambly Academy Students for their cultural fairs
- › To Centennial CLC for helping to put in place the Mother Goose program at St. Judes
- › To Mountainview CLC for opening a new library serving the English community
- › To the Karate students of Centennial for their Belt Ceremony tonight
- › To Cheryl Nichiporowich, Special Ed. Tech., for creating an Autism Awareness Day video that received 5,000+ views on Riverside’s Facebook page! Super!
- › To Patti Buchanan for grant monies she was able to obtain (i.e. LED Technology)
- › To Sherry Tite and her staff; Sir Wilfrid Laurier School Board is making major changes and is modelling its new plan on Centennial’s model of core teachers and inclusion. Great news!
- ›

Parents’ Committee:

No report. Next meeting will be held on May 5, 2014.

REPORTS (non-voting items only)

Executive – Commissioner Morrison reported in the absence of the Chair.

- The Executive met on April 1st.
- Feedback was received from Boucherville School on the Transportation Policy that was out for consultation. (*The Secretary General noted that feedback was also received following the Executive meeting from St. Lawrence School and the Parents’ Committee.*)
- Conflict of interest recommendations from the Governance and Ethics Committee were incorporated into By-Law 2: Code of Ethics and Professional Conduct of Commissioners, which will come into effect 30 days after Public Notice is given.
- A resolution was adopted ratifying attendance of commissioners at the QESBA professional development session in March.

The next meeting will be held on May 6, 2014.

Transportation Advisory – P. Chouinard reported on behalf of Commissioner Cuffling.

The Transportation Advisory Committee met on April 3rd.

- The 2012-2013 Transportation Budget was reviewed.
- The committee recommends an RTL refund of \$372 to the parents of eligible secondary school students. This represents 70% of the cost of a bus pass for 10 months.
- The committee recommends that the Available Seat fee be set at \$200.

- The new forms for Available seats, shared custody, and medical stops were reviewed
- The committee received a 'Geobus' update. This is new software that will be used for designing bus routes.
- The committee saw a presentation on the updated Transportation section of the Riverside website.

The next meeting of TAC is at the call of the Chair.

Education –

- No report. Date of next meeting is April 28, 2014.

Finance and Audit – P. Booth Morrison

- Meeting held on March 25
- Reviewed Travel Expense Policy
- Reviewed salary insurance and CSST 2012-2013 – in-line with previous year
- Direct internet payment will be possible in schools next year
- Mandate given to – Raymond, Chabot, Grant Thornton to review best practices in 14 school boards: RSB is one of the selected
- Law 20 – we reduced our expenses in publicity, etc. by 25%
- Have not met our commitment to decrease staff numbers and have explained this to the government
- Next meeting is at the call of the chair.

Governance and Ethics – Dan Lamoureux reported on behalf of the Chair

Commissioner Lamoureux discussed changes to By-Law 2 that he and Commissioner Cuffling recommended to the Governance and Ethics Committee. Discussion took place and the Governance and Ethics members sent it to the Executive where it was determined that the By-Law would go to Council.

Human Resources – H. Dumont:

- Met twice since last Council meeting
- On April 8, reviewed the Management Policy and administrative structure and resignation of an administrator
- On April 14, received health status update on the Director of Human resources who is currently on medical leave
- Reviewed documents on committee operations. Feedback is requested from members who were not present. Will review again on May 6th or 13th. Date of next HR meeting to be confirmed.

Material Resources and Safe Schools – K. Cameron

- Discussed entente with des Patriotes for ACCESS program stationary engineer
- Temporary bus disruptions at Heritage Regional High School. Work on the road to start May 5th.
- John Adam bus drop off zone worked out by sharing land with City for bike paths
- Art to be chosen for St. Johns
- A number of resolutions are before Council tonight
- Air quality document needs to be translated
- Peter Sheel being appointed as Air Quality Coordinator
- Move of ACCESS to TAS: Mr. Tanguay will be on the job next month

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- CEFER problem at Heritage appears to have been resolved.
- With the approval of the City, 75 parking spaces at TAS will be added at a cost of \$250,000 dollars

QESBA – P. Chouinard

- Meeting was held on March 28
- Two delegates will be sent to CSBA Conference in Niagara Falls in July
- Voted against becoming affiliated with QCGN
- School closures, the Provincial budget, draft legislation, School Board elections were discussed
- Commissioner recruitment next meeting: May 1st at 6:30 at LBPSB
- History program – EMSB only English Board to try it out for 2 years
- Award of Excellence \$15K financed by CSBA
- PD ready for May in Quebec City.

NEW BUSINESS

Resolution B493-20140415

ADOPTION OF THE TRIENNIAL PLAN FOR 2014-2017, LIST OF SCHOOLS FOR 2014-2015 AND DEEDS OF ESTABLISHMENT FOR 2014-2015

WHEREAS the required consultation period took place from February 19th to April 11th, 2014;

IT IS MOVED BY Commissioner Chouinard, seconded by Commissioner L'Heureux, that the Triennial Plan for 2014-2017, List of Schools for 2014-2015 and Deeds of Establishment for 2014-2015 be adopted with the modifications made to the Deed of Establishment of ACCESS.

UNANIMOUS

Resolution B494-20140415

DEPOSIT FOR CONSULTATION OF PROPOSED MODIFICATIONS TO BY-LAW 2

IT IS MOVED by Commissioner Lamoureux, seconded by Commission Rasmussen, that the proposed modifications to By-Law 2 be received and that a public notice be given for its adoption following a thirty-day consultation of Governing Boards and the Parent Committee.

UNANIMOUS

Resolution HR382-20140415

RESIGNATION OF AN ADMINISTRATOR FOR PURPOSES OF RETIREMENT

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

IT IS MOVED BY Commissioner l'Heureux, seconded by Commissioner Rasmussen, that the resignation for purposes of retirement of **Ellen Strike**, Principal of Greenfield Park International, be accepted with regret as of June 30, 2014.

UNANIMOUS

Resolution HR383-20140415

APPOINTMENT OF A SUMMER SCHOOL PRINCIPAL

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

IT IS MOVED BY Commissioner Pinel, seconded by Commissioner D'Avignon, that **Clifford Tam** be appointed to the position of Summer School Principal for 2014.

UNANIMOUS

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Resolution HR384-20140415

DEPOSIT FOR CONSULTATION OF THE DRAFT MANAGEMENT POLICY

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

IT IS MOVED BY Commissioner D'Avignon, seconded by Commissioner Dumont, that the attached Management Policy, for the Riverside Administrators' Association (R.A.A.) & Association des cadres scolaires du Québec (A.C.S.Q.) be received for consultation of its membership until May 16, 2014.

UNANIMOUS

Resolution F152-20140415

ADOPTION OF THE DRAFT TRANSPORTATION POLICY

WHEREAS the feedback received during the consultation period on the draft Policy on Transportation has been reviewed by the Executive;

WHEREAS the Executive Committee supports the draft Policy on Transportation as it stands;

IT IS MOVED by Commissioner D'Avignon, seconded by Commissioner Smith, that the draft Policy on Transportation be adopted.

UNANIMOUS

Resolution F153-20140415

PAYMENT OF FEES FOR AVAILABLE BUS SEATS FOR THE 2014-2015 SCHOOL YEAR

WHEREAS the Transportation Policy of Riverside School Board offers the possibility of obtaining an available bus seat;

WHEREAS article 2.1.3 of the Policy states that a fee will be charged for available seats;

WHEREAS the Transportation Advisory Committee recommends unanimously that the amount be set at \$200 per student for the 2014-2015 school year.

IT IS MOVED by Commissioner Chouinard, seconded by Commissioner D'Avignon, that the fee for an available seat be set at \$200 per student for the 2014-2015 school year.

AGAINST 1 (Gour)

CARRIED

Resolution F154-20140415

RÉSEAU DE TRANSPORT DE LONGUEUIL (RTL) STUDENT-USER REIMBURSEMENT FOR 2013-2014

WHEREAS according to its Transportation Policy, Riverside School Board reimburses secondary level students who use RTL busses to attend school and are eligible for such reimbursement;

WHEREAS money owed by the parents to the schools will be deducted from the reimbursement;

WHEREAS the transportation budget has made provisions for the reimbursement;

WHEREAS the reimbursement for the 2013-2014 school year represents 70% of the cost of the RTL bus pass for students;

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WHEREAS the Transportation Advisory Committee unanimously recommends that Council set the RTL reimbursement for 2013-2014 at \$372.00 per student;

IT IS MOVED by Commissioner Rasmussen and seconded by Commissioner Smyth, that the RTL reimbursement for 2013-2014 be set at \$372.00 per student.

UNANIMOUS

Resolution MR278-20140415

APPROVAL OF THE TRANSFER OF CLEANING CONTRACTS WITH SERVICES D'ENTRETIEN SOLMEX INC. TO LES ENTREPRISES FERVEL INC.:

WHEREAS Services d'entretien Solmex Inc. has requested approval for the transfer of their cleaning contracts to Les Entreprises Fervel Inc., and that said transfer take place on April 22, 2014;

WHEREAS Clause 3.15.2 states that the contract cannot be transferred in part or as a whole without written authorization from the School Board. A change between shareholders of the company will be considered as a transfer. In this case, the School Board reserves the right to put an end to the contract;

WHEREAS Les Services d'entretien Solmex Inc. currently has contracts at Heritage and ACCESS Cleghorn that will not be renewed on June 30, 2014;

WHEREAS Les Services d'entretien Solmex Inc. also have contracts at St. Johns and Chambly Academy, that both have options to renew for the 2014-2015 school year;

WHEREAS both St. Johns and Chambly Academy, following approval from their governing boards, have expressed their intentions to continue with the same caretaking staff;

WHEREAS Les Entreprises Fervel Inc. has committed to maintain the same staff at St. Johns and Chambly Academy ;

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 D'Avignon, that Riverside School Board approve the transfer of the cleaning contracts at Heritage, ACCESS Cleghorn, St. Johns and Chambly Academy from Services d'entretien Solmex Inc. to Les Entreprises Fervel Inc.

UNANIMOUS

Resolution MR279-20140415

AWARDING OF A CONTRACT FOR THE REPLACEMENT OF THE EXTERIOR MASONRY WALL PHASE 1 AT COURTLAND PARK INTERNATIONAL SCHOOL IN ST. BRUNO:

WHEREAS Riverside School Board has, through Resolution MR236-20120626, requested monies to proceed with the replacement of the exterior masonry wall at Courtland Park international in St. Bruno;

WHEREAS the MÉLS allocated monies to proceed with the replacement of the exterior masonry wall at Courtland Park international within its 2012-2013 "Maintien des bâtiments" and "Résorption du déficit d'entretien" measures;

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WHEREAS while preparing the specifications, it appeared that this project demanded more technical analysis and could not be ready for the 2013 summer and thus was transferred to the 2014 summer;

WHEREAS a public call for tenders was received on April 11, 2014 and results are as follows (prices before taxes):

| | |
|--|--------------|
| Constructions R.D.J. Inc. | \$285,385.00 |
| Construction Michel Dubé | \$304,992.73 |
| Construction Brault Inc. | \$319,140.00 |
| Axe Construction Inc. | \$348,891.29 |
| Savite Construction Inc. | \$349,500.00 |
| Construction Cogestal Inc. | \$358,800.00 |
| Maçonnerie Pro-Conseil Inc. | \$373,750.00 |
| M.W. Constructions Inc. | \$382,000.00 |
| Polyval Construction Inc. | \$392,800.00 |
| Groupe Atwill-Morin Inc. | \$425,000.00 |
| Maçonnerie Desrosiers de l'Estrie Inc. | \$648,500.00 |

WHEREAS, further to the analysis performed by the professional firm Leclerc associés | architectes inc., 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 l'Heureux, seconded by Commissioner Freund, that Riverside School Board accept the recommendation of the professional firm, Leclerc associés | architectes inc., to award the contract for the replacement of the exterior masonry wall at Courtland Park international. to the lowest bidder in conformity, Constructions R.D.J. Inc., for the amount of \$285,385.00, excluding taxes, and that the Director General be authorized to sign the contract to that effect.

UNANIMOUS

Resolution MR280-20140415

AWARDING OF A CONTRACT FOR THE PARTIAL WINDOW REPLACEMENT AT JOHN ADAM MEMORIAL SCHOOL IN DELSON:

WHEREAS Riverside School Board has identified the need for a partial window replacement at John Adam Memorial School as one of the capital projects to be done in the 2014-2015 school year;

WHEREAS Riverside School Board will finance through its capital budget costs for the partial window replacement at John Adam Memorial School;

WHEREAS a public call for tenders was received on April 7, 2014 and results are as follows (prices before taxes):

| | |
|------------------------------------|--------------|
| Construction Telmosse et Fils Inc. | \$260,557.12 |
| Constructions Dougère Inc. | \$349,950.00 |
| Céleb Construction Ltée | \$377,000.00 |
| Amro Aluminium Inc. | \$381,243.23 |

WHEREAS further to the analysis performed by the professional firm Atelier Goyette Architecture

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Inc., 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 Smyth, seconded by Commissioner Freund, that Riverside School Board accept the recommendation of the professional firm, Atelier Goyette Architecture Inc., to award the contract for the partial window replacement at John Adam Memorial School to the lowest bidder in conformity, Construction Telmosse et Fils Inc., for the amount of \$260,557.12, excluding taxes, and that the Director General be authorized to sign the contract to that effect.

UNANIMOUS

Resolution MR281-20140415

AWARDING OF A CONTRACT FOR THE RENOVATION OF THE EXTERIOR WALLS OF THE GYMNASIUM AND THE REPLACEMENT OF THE HEATING SYSTEM AT ST. MARY'S SCHOOL IN LONGUEUIL:

WHEREAS Riverside School Board has identified the renovation of the exterior walls and the replacement of the heating system at St. Mary's School in Longueuil as a priority project;

WHEREAS this project has a considerable effect on air quality;

WHEREAS the MÉLS has allocated monies to proceed with the project of the renovation of the walls and the replacement of the heating system at St. Mary's School within its "Maintien des bâtiments" and "Résorption du déficit d'entretien" measures;

WHEREAS a public call for tenders was received on April 14, 2014 and results are as follows (prices before taxes):

| | |
|---------------------------|--------------|
| M.W. Constructions Inc. | \$725,000.00 |
| Constructions R.D.J. Inc. | \$870,000.00 |
| Merlain Canada Inc. | \$938,891.35 |
| Axe Construction Inc. | \$939,057.62 |

WHEREAS further to the analysis performed by the professional firm Architecture Labbé et Associés, 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 Smith, seconded by Commissioner Pinel, that Riverside School Board accept the recommendation of the professional firm, Architecture Labbé et Associés, to award the contract for the project of the renovation of the exterior walls of the gymnasium and the replacement of the heating system at St. Mary's School to the lowest bidder in conformity, M.W. Constructions Inc., for the amount of \$725,000.00, excluding taxes, and that the Director General be authorized to sign the contract to that effect.

UNANIMOUS

OTHER BUSINESS

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

PUBLIC QUESTIONS

Isabelle Lessard offered congratulations to Ellen Strike who is retiring at the end of June. She

mentioned that Mrs. Strike has been a very positive role model throughout her years at Riverside and wished her continued success in the future.

ROUND OF APPLAUSE

- Commissioner Copeman indicated that the RSB Honour Band had done an excellent job on Saturday.
- Commissioner Gour attended 2 spaghetti dinners: one at Good Shepherd and one at Harold Napper
- Commissioner Dumont was also present at Good Shepherd's spaghetti dinner.

CLOSING:

IT WAS MOVED by Commissioner Pinel and seconded by Commissioner Chouinard at 9 p.m. that the meeting be closed.

Moira Bell, Chairman

Denise Paulson, Secretary General

CONSEIL DES COMMISSAIRES COUNCIL OF COMMISSIONERS

Members are hereby convened to a **regular** meeting
on **April 15, 2014** 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 regular meeting of March 18, 2014
 - 4.2 Business arising from the Minutes of the regular meeting of March 18, 2014
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 Triennial Plan for 2014-2017, List of Schools for 2014-2015 and Deeds of Establishment 2014-2015
 - 7.2 Deposit for consultation of Proposed modifications to By-Law 2
 - 7.3 Resignation of an administrator for purposes of retirement
 - 7.4 Appointment of a summer school principal
 - 7.5 Deposit for consultation of the Draft Management Policy
 - 7.6 Adoption of the Draft Transportation Policy
 - 7.7 Payment of Fees for available bus seats for the 2014-2015 school year
 - 7.8 Réseau de Transport de Longueuil (RTL) student-user reimbursement for 2013-2014
 - 7.9 Approval of the transfer of cleaning contracts with Services d'entretien Solmex Inc. to Les Entreprises Fervel Inc.
 - 7.10 Awarding of a contract for the replacement of the exterior masonry wall at Courtland Park Int'l
 - 7.11 Awarding of a contract for the partial window replacement at John Adam Memorial
 - 7.12 Awarding of a contract for the renovation of the walls and the replacement of the heating system at St. Mary's School
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 April 10, 2014

Denise Paulson, Secretary General