



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 May 27, 2014.

The Secretary General established that quorum was met and Chairman Moira Bell, called the meeting to order at 7:30 p.m.

COMMISSIONERS PRESENT:

M. Bell
F. Blais
P. Booth Morrison
K. Cameron
A. Capobianco Skipworth
P. D'Avignon

H. Dumont
D. Horrocks
D. Lamoureux
M. L'Heureux
L. Llewelyn Cuffling

N. Nichols
D. Pinel
S. Rasmussen
D. Smith
D. Smyth

PARENTS– P. Chouinard, D. Copeman

Regrets: J. Freund, M. Gour, 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

Presence noted

S. Rattray, S. LeSueur, D. Angelus, D. Kilpatrick

ADOPTION OF THE AGENDA:

IT IS MOVED by Commissioner Cameron, seconded by Commissioner Chouinard, 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 APRIL 15, 2014

IT IS MOVED by Commissioner Chouinard seconded by Commissioner D'Avignon that the Minutes of the meeting held on April 15, 2014 be adopted.

UNANIMOUS

BUSINESS ARISING FROM THE MINUTES

The Director General followed up:

- None

ADOPTION OF THE MINUTES OF THE MEETING HELD ON MAY 13, 2014

IT IS MOVED by Commissioner L'Heureux, seconded by Commissioner Cuffling, that the Minutes of the meeting held on May 13, 2014 be adopted.

UNANIMOUS

BUSINESS ARISING FROM THE MINUTES

The Director General followed up:

Expected revenues re :. Mécanique de machines fixes.

The funds are not released by Treasury Board

MÉCANIQUE DE MACHINES FIXES	
22 students (full cohort) = 1800 hrs	297 962\$
15 students = 1800 hrs	154 633\$

CHAIRMAN AND DIRECTOR GENERAL

Chair's report – M. Bell

- April 23 – Enrolment Evening at Heritage
- May 20 – LRAC meeting: DHRs, DGs and Chairs – discussions are preliminary
- At Spring Conference, met regarding 3-board agreement. Given the government's response, the DGs couldn't go any further. The 3 Chairs will approach the Minister of Education.

Director General's report – S. Racette

TOPICS THAT REQUIRED SPECIAL ATTENTION

- There were 2 expulsions from Heritage for possession of drugs and one from all schools for drug trafficking. The student expelled from all schools will be allowed to write her exams at the Board office.

MEETINGS AND EVENTS

- The Director General reported on the meeting and events he attended in April and May.
- June 4 – Retirees & 25-year Service Reception – Holiday Inn, Longueuil

THINGS YOU SHOULD KNOW

- Mount Bruno school follow-up – see DG binder
- Fire at Courtland Park School – see DG binder
- Journal de Chambly article involving William Latter School re food in their school yard.
- An unfortunate accident involving a Kindergarten student resulted in the loss of his finger tip. While the family representatives and our insurance company are taking care of the legal aspects of the situation, I would like to take this opportunity to say that everyone involved was touched by this sad situation.
- Officially, we are now trying to open the Pre-K program to St-Mary's. After one year of hard work, we could not find the 6 registrations needed by the MELS in order to finance the program at Terry-Fox. I would like to take this opportunity to tip my hat to Terry-Fox's community for working so hard to try to get those registrations.
- We learned last week that the VP at GPI is retiring.
- Quebec budget is expected to be deposited on June 4th.

HATS OFF

- To Lorraine Bouchard and her husband on the birth of their first child, Laurent, who was born on May 16th. Congratulations!!
- To St. Lambert Elementary on their play, Beauty and the Beast
- To Sherry Tite and her Governing Board at Centennial for donating \$10,000 to St. Jude School. These funds will help with small renos and refresh the school!
- To Centennial once again for being a model school to other schools boards with regards to their middle school – see DG binder.
- To Malcolm MacPhee for his involvement on the CRE de Longueuil project for Sec 4 and 5 students at risk. We will be receiving \$80,000 over 2 years!
- To the following RAA members who have been named to the AAESQ Executive: Jim Jordan, President, Natalie McCarthy, VP and Colleen Lauzier, VP. Also to the following members for winning awards: Natalie McCarthy, Award of Merit at the local level and Elizabeth Gillies-Poitras, Outstanding Achievement Award.
- To Judi Leonard and the team at The Alternate School for receiving the QESBA Award of Excellence in Education in the Innovation in Teaching or Program Delivery category. Congratulations!

Parents' Committee: P. Chouinard/D. Copeman

No report. Next meeting is on June 2, 2014 at 7 p.m.

REPORTS (non-voting items only)

Executive – F. Blais

- Looked at Draft Policy on the Reimbursement of expenses and moved up to Council for consultation. Next meeting is on June 3, 2014.

Transportation Advisory – L. Cuffling

- No report. Next meeting to be held on June 10 at 2 p.m.

Education – Sue Rasmussen reports

- Meeting held on April 28th.
- Nadine Beaudin presented on downloadable books.
- Board objectives re: elementary programs presented by Mary Williams and Lisa Rae
- Lucie Roy updated re the international dossier file. Will be presenting at Calgary conference in the summer.
- Tech plans being developed for schools.
- Mary Williams and Lisa Rae presented part 3 to the committee on May 26th. Commissioner Smith offered her thanks to both administrators for the incredible piece of work they put together.

Financial and Audit – P. Booth Morrison

- Meeting held on April 29th.
- The committee discussed:
 - Insurance file – cost vs previous years & update request from Insurance
 - AVIVA is paying our legal fees and is contesting the class action from the parents. A provision of \$300,000 has been put aside for eventual payment to parents, if necessary.
 - Reviewed the provincial budgetary situation for 2014-15

- In 2014-2015, renewal of the collective agreement with all unions – should be a very difficult year considering the financial capacity of the government;
- Budgetary parameters have not yet arrived therefore RSB may only be sending tax bills in September.
- Areas of focus of the Committee of Experts
- Update on Council's budget for 2013-14
- Next meeting is at the call of the Chair.

Governance and Ethics – M. L'Heureux

- No report. The next meeting is at the call of the chair.

Human Resources – H. Dumont

- Met on May 6th and 7th.
- Reviewed draft Management Policy
- Reviewed committee operations – rules of governance
- Discussed a package for new commissioners – will present a draft at next work session.
- Discussed administrator appointments
- Reviewed organigram and administrative structure.

Material Resources and Safe Schools – K. Cameron

- Met May 13th and 27th
- Reviewed 8 resolutions that are before Council tonight
- Next meeting to be held prior to Council Work Session

QESBA – A. Capobianco

- Spring Conference held in Québec City
- QESBA conferred honorary degree on Paul Gérin-Lajoie who spoke eloquently on education.
- Yves Bolduc, new Education Minister spoke, told inspirational stories
- The History course has been put on the back burner for now – will be reviewed.
- Fees will remain the same.
- Looking at cost-cutting measures including Board office.
- PD session to be held in September.

NEW BUSINESS

Resolution HR385-20140527

RATIFICATION OF THE ADOPTION OF THE 2014-2015 CALENDARS FOR ACCESS GENERAL EDUCATION AND VOCATIONAL EDUCATION (FGA AND FP)

IT IS MOVED by Commissioner Chouinard, seconded by Commissioner Smith, that Resolution EX250-20140506, adopting the 2014-2015 calendar for ACCESS FGA and FP be ratified.

UNANIMOUS

Resolution B495-20140527

ADOPTION OF THE 2014-2015 CALENDAR OF MEETINGS FOR THE COUNCIL OF COMMISSIONERS

IT IS MOVED by Commissioner Horrocks, seconded by Commissioner Blais, that the proposed 2014-2015 calendar of meetings for the Council of Commissioners be adopted as presented.

UNANIMOUS

Resolution HR386-20140527

ADOPTION OF THE 2014-2015 SCHOOL CALENDAR FOR GREENFIELD PARK INTERNATIONAL SCHOOL

IT IS MOVED by Commissioner Rasmussen, seconded by Commissioner Nichols, that the proposed 2014-2015 school calendar for Greenfield Park International School be adopted as presented.

UNANIMOUS

Resolution HR387-20140527

APPOINTMENT OF A PRINCIPAL TO GREENFIELD PARK INTERNATIONAL SCHOOL

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

IT IS MOVED by Commissioner Rasmussen, seconded by Commissioner Lamoureux, that **Clémence Trotéchaud** be appointed to the position of Principal at Greenfield Park International School effective July 1, 2014.

UNANIMOUS

Resolution HR388-20140527

APPOINTMENT OF A PRINCIPAL AT COURTLAND PARK INTERNATIONAL SCHOOL:

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

IT IS MOVED by Commissioner L'Heureux seconded by Commissioner Morrison, that **Julie Ruel** be appointed to the position of Principal at Courtland Park International school, effective July 1, 2014.

UNANIMOUS

Resolution HR389-20140527

APPOINTMENT OF A PRINCIPAL AT JOHN ADAM SCHOOL:

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

IT IS MOVED by Commissioner Smyth, seconded by Commissioner Rasmussen, that **Mervin Hunter** be appointed to the position of Principal at John Adam school, effective July 1, 2014.

UNANIMOUS

Resolution HR390-20140527

APPOINTMENT OF A PRINCIPAL AT ST. JUDE SCHOOL:

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

IT IS MOVED by Commissioner Lamoureux, seconded by Commissioner Rasmussen, that **Natalie Gruenefeld** be appointed to the position of Principal at St. Jude school, effective July 1, 2014.

Resolution HR391-20140527

NON-REENGAGEMENT OF A NON-TENURED TEACHER

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

WHEREAS there is a surplus of teaching personnel at the secondary level in the category of English Language Arts (E.L.A.)

WHEREAS Employee 884005452 has not achieved tenure as per article 5-3.03 of the Provincial collective agreement.

WHEREAS in respect of the provisions of clause 5-08.02 of the local agreement between Riverside School Board and the Riverside Teacher's Union.

IT IS MOVED BY Commissioner Dumont, seconded by Commissioner Chouinard that Employee 884005452 be non-reengaged for reasons of surplus effective July 1, 2014.

ABSTENTIONS 2
UNANIMOUS

Resolution HR392-20140527

PARTNERSHIP AGREEMENT WITH UNIVERSITIES PERTAINING TO STUDENT TEACHER TRAINING

WHEREAS Riverside School Board recognizes its responsibility in terms of student teacher supervision and intends to establish a close partnership with regard to student teaching practicums with universities, among which are those listed below:

- Bishop's University
- Concordia University
- McGill University
- Université Laval
- Université de Montréal
- Université de Sherbrooke
- Université du Québec à Montréal

WHEREAS the roles and responsibilities of teachers and administrators of schools/centres pertaining to teacher training, are stipulated in the Education Act;

WHEREAS the School Board establishes with each university the specific terms on how to discharge its duties pertaining to practicums of future teachers;

WHEREAS the School Board determines the number of student teachers that can be integrated by the School Board;

WHEREAS the School Board designates a person responsible for the student teacher training dossier and establishes the necessary conditions for organizing practicum training activities within the School Board;

WHEREAS the School Board is responsible for planning, managing, supervising and evaluating the activities pertaining to student teacher practicums;

WHEREAS the School Board is responsible for providing the "*Déclaration des stagiaires*" to the Regional Office of the Ministry of Education, Recreation and Sports;

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

IT IS MOVED by Commissioner Capobianco Skipworth, seconded by Commissioner Smith, that the partnership agreement pertaining to student teacher training between Riverside School Board and the universities listed above, be adopted.

UNANIMOUS

Resolution HR393-20140527

ADOPTION OF THE ORGANIGRAM AND ADMINISTRATIVE STRUCTURE FOR 2014-2015

WHEREAS consultation took place as required with the Associations concerned via the Labour Relations Committee;

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

IT IS MOVED BY Commissioner L'Heureux, seconded by Commissioner Capobianco Skipworth that the organigram and administrative structure for the 2014-2015 school year be approved as presented and that a copy be appended to these minutes.

UNANIMOUS

Resolution HR394-20140527

ADOPTION OF DRAFT MANAGEMENT POLICY

WHEREAS the required consultation period has taken place with the management associations concerned;

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

IT IS MOVED by Commissioner D'Avignon, seconded by Commissioner Smyth, that the Management Policy be adopted and that a copy be appended to these minutes.

AGAINST 1 (Horrocks)
CARRIED

Resolution F155-20140527

DEPOSIT FOR CONSULTATION OF THE DRAFT REVISED POLICY ON THE REIMBURSEMENT OF EXPENSES

IT IS MOVED by Commissioner Lamoureux, seconded by Commissioner Cuffling, that the draft revised Policy on the Reimbursement of Expenses be received for consultation from May 28 to June 15, 2014.

UNANIMOUS

Resolution MR282-20140527

AWARDING OF A CONTRACT FOR THE ARCHITECTURAL AND MECHANICAL

RENOVATIONS OF THE FIRST FLOOR OF D-WING AT HERITAGE REGIONAL HIGH SCHOOL IN SAINT HUBERT

WHEREAS Riverside School Board has identified the architectural and mechanical renovations of the first floor of D-wing at Heritage Regional High School as one of the capital projects to be done in the 2014-2015 school year;

WHEREAS Riverside School Board will use its capital budget to finance costs for the architectural and mechanical renovations of the first floor of D-wing at Heritage Regional High School;

WHEREAS a public call for tenders was received on May 26, 2014 and results are as follows (prices before taxes):

La Cie de Construction Relève Inc.	\$318,000.00
Construction CPB Inc.	\$346,626.00
Axe Construction Inc.	\$386,500.00
Constructions R.D.J. Inc.	\$396,260.00

WHEREAS further to the analysis performed by the professional firm Leclerc | Architectes, 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 D'Avignon seconded by Commissioner Capobianco Skipworth, that Riverside School Board accept the recommendation of the professional firm, Leclerc | Architectes, to award the contract for the architectural and mechanical renovations of D-wing first floor at Heritage Regional High School to the lowest bidder in conformity, La Cie de Construction Relève Inc., for the amount of \$318,000.00, excluding taxes, and that the Director General be authorized to sign the contract to that effect.

UNANIMOUS

Resolution MR283-20140527

AWARDING OF A CONTRACT FOR THE ADDITION OF FIVE (5) CLASSROOMS AND A NEW GYMNASIUM AT ST. JOHNS SCHOOL IN SAINT-JEAN-SUR-RICHELIEU

WHEREAS monies were received from the MÉLS by the School Board, for the addition of five (5) classrooms and a new gymnasium at Johns School;

WHEREAS Riverside School Board will use its capital budget to finance costs exceeding the amount attributed by MÉLS;

WHEREAS a public call for tenders was received on May 16, 2014 and the results are as follows:

Constructions R.D.J. Inc.	\$3,211,000.00
Marieville Construction Inc.	\$3,223,000.00
Axim Construction Inc.	\$3,264,000.00
Constructions Dougère Inc.	\$3,294,600.00
Construction Michel Dubé Inc.	\$3,304,243.74
Construction D.L.T. Inc.	\$3,327,000.00

Construcion Genfor Ltée \$3,369,000.00
Les Constructions Echo Inc. \$3,570,253.00

WHEREAS, further to the analysis of the bids submitted, the professional firm, Normand Langlois Architecte, recommends the lowest bidder in conformity;

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

IT IS MOVED by Commissioner Chouinard, seconded by D'Avignon, that Riverside School Board accept the recommendation of the firm Normand Langlois Architecte, to award the contract for the addition of five (5) classrooms and a new gymnasium at St. Johns School to Constructions R.D.J. Inc., the lowest bidder in conformity, for the amount of \$3,211,000.00, excluding taxes; and

FURTHERMORE, that the Director General be authorized to sign the contract to that effect.

UNANIMOUS

Resolution MR284-20140527

RENEWAL OF THE CONTRACT FOR CAFETERIA SERVICES AT HERITAGE REGIONAL HIGH SCHOOL

WHEREAS Resolution MR212-20110419 awarded the contract for cafeteria services for Heritage Regional High School to Aramark Québec Inc. for a period of three years;

WHEREAS Resolution MR212-20110419 provides for the possibility of renewal of the contract for two (2) additional years;

WHEREAS the school administration is satisfied with the service provided by Aramark Québec Inc. and the governing board was consulted and they recommend that the contract be extended for one year;

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

IT IS MOVED by Commissioner Blais seconded by Commissioner Pinel, that the contract for cafeteria services for Heritage Regional High School be renewed with Aramark Québec Inc. for the 2014-2015 school year; and

THAT the school principal be authorized to sign the relevant documents.

UNANIMOUS

Resolution MR285-20140527

CONTRACT FOR CLEANING SERVICES AT HERITAGE REGIONAL HIGH SCHOOL

WHEREAS the contract for cleaning services at Heritage Regional High School will end on June 30, 2014;

WHEREAS the needs were validated in consultation with the school administration and actualized in conformity with the quality standards as established in the 'PROPRE' software;

WHEREAS a public call for tenders was received on April 17, 2014 and the results are as follows (before taxes):

Les Entreprises Favel Inc.	\$911,573.48
Service d'entretien d'édifices Allied (Québec) Inc.	\$983,577.30
Les services ménagers Roy Ltée	\$1,159,747.00
GDI Services (Québec) SEC	\$1,216,953.38
Les services d'entretien Fany Inc.	Not in conformity

WHEREAS Riverside School Board had established and made public the quality criteria and their relative weight to determine the grade for the quality component of the bid;

WHEREAS the bids were analyzed by a selection committee composed of administrators from Material Resources, Heritage Regional High School and an external member as per specifications of the Act respecting contracting by public bodies;

WHEREAS after analysis of the bids by the committee both for the quality of services and total cost, the adjusted amounts are:

Les Entreprises Favel Inc.	\$907,038.29
Service d'entretien d'édifices Allied (Québec) Inc.	\$914,105.30
Les services ménagers Roy Ltée	\$1,110,868.77
GDI Services (Québec) SEC	\$1,204,904.34
Les services d'entretien Fany Inc.	Not in conformity

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

WHEREAS the company has, in another school board, demonstrated that it is able to meet the needs;

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

IT IS MOVED by Commissioner Capobianco Skipworth, seconded by Commissioner Morrison, that Riverside School Board accept the recommendation of the selection committee to award the cleaning contract at Heritage Regional High School for a three-year period with the possibility of renewal for an additional two years, to the lowest bidder in conformity, Les Entreprises Favel Inc., for the amount of \$296,975.04, before taxes, for the period of July 1, 2014 to June 30, 2015. The cost for 2015-2016 will be \$303,805.46, and 2016-2017 will be \$310,792.99. The cost for the two additional years will be indexed according to the salary rates in effect for those years set by the decree of "*le Comité paritaire de l'entretien d'édifices publics*"; and

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

UNANIMOUS

Resolution MR286-20140527

CONTRACT FOR CLEANING SERVICES AT ACCESS ADULT EDUCATION AND CAREER TRAINING CENTER:

WHEREAS the contract for cleaning services at ACCESS Adult Education and Career Training Center will end on June 30, 2014;

WHEREAS the needs were validated in consultation with the school administration and actualized in conformity with the quality standards as established in the 'PROPRE' software;

WHEREAS a public call for tenders was received on April 17, 2014 and the results are as follows (before taxes):

Service d'entretien d'édifices Allied (Québec) Inc.	\$150,561.72
Les Entreprises Fervel Inc.	\$172,450.63
GDI Services (Québec) SEC	\$196,212.65
Les services d'entretien Fany Inc.	Not in conformity

WHEREAS Riverside School Board had established and made public the quality criteria and their relative weight to determine the grade for the quality component of the bid;

WHEREAS the bids were analyzed by a selection committee composed of administrators from Material Resources, ACCESS Adult Education and an external member as per specifications of the Act respecting contracting by public bodies;

WHEREAS after analysis of the bids by the committee both for the quality of services and total cost; the adjusted amounts are:

Service d'entretien d'édifices Allied (Québec) Inc.	\$140,057.41
Les Entreprises Fervel Inc.	\$162,689.27
GDI Services (Québec) SEC	\$188,666.01
Les services d'entretien Fany Inc.	Not in conformity

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

WHEREAS the company has, in other teaching institutions, demonstrated that it can meet the needs;

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 Cuffling, that Riverside School Board accept the recommendation of the selection committee to award the cleaning contract at ACCESS Adult Education and Career Training Center for a three-year period with possible renewal of two additional years, to the lowest bidder in conformity, Service d'entretien d'édifices Allied (Québec) Inc., for the amount of \$48,916.37, before taxes, for the period of July 1, 2014 to June 30, 2015. The cost for the 2015-2016 will be \$50,157.94, and 2016-2017 will be \$51,487.45. The cost for the two additional years will be indexed according to the salary rates in effect for those years set by the decree of "*le comité paritaire de l'entretien d'édifices publics*"; and

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

UNANIMOUS

Resolution MR287-20140527

RATIFICATION OF EMERGENCY WORK CARRIED OUT AT COURTLAND PARK INTERNATIONAL SCHOOL

WHEREAS on April 29, 2014, Courtland Park International School experienced a fire that caused sufficient damage to close the school temporarily;

WHEREAS substantial emergency work was required to ensure the health and safety of students and staff, the continued functioning of the school and to allow the walls and surfaces to be washed, repaired or replaced in conformity with the specifications of the CSST;

WHEREAS MÉLS was advised on April 29th and agreed with the rapid action required on the part of the school board in order to minimize further permanent damage and permit school operations to resume safely as soon as possible provided that the school board use the services of a claims adjuster recognized by MÉLS;

WHEREAS it was impossible to anticipate or plan the corrective work that would ensure air quality without opening the walls and allowing the claims adjuster requested by MELS to inspect the premises;

WHEREAS it was necessary to negotiate and award emergency contracts to remove the damaged material, secure the premises and ensure air quality in the building before allowing students and staff to return to school;

WHEREAS according to Riverside's Policy on the Purchase of Goods and Services, prior to awarding work over \$10,000 a minimum of three quotes is normally required;

WHEREAS special powers are given to the Director General under Article 5.5.5 of the Policy on the Purchase of Goods and Services and article 4.1.3 of Bylaw 4 allowing him to take any measures that require immediate action for the continued functioning of the Board's schools;

WHEREAS any delay would cause irreparable prejudice, the Director General authorized Material Resources to proceed with the emergency work at Courtland Park International School without going to tender for amounts of more than \$10,000.00 but not exceeding \$100 000;

WHEREAS reconstruction work not essential to the resumption of school activities will be done in accordance with the Board's Policy on the Purchase of Goods and Services;

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

WHEREAS the necessary emergency work was successfully completed in accordance with the specifications of the CSST and the MELS resulting in students and staff only losing three school days:

IT IS MOVED by Commissioner L'Heureux, seconded by Commissioner Morrison, that Riverside School Board ratify the emergency work done without going for bids, at Courtland Park International School to permit the return of students and staff to school, for a maximum amount of \$100,000.00, before taxes.

UNANIMOUS

Resolution MR288-20140527

AUTHORIZATION TO PROCEED WITH WORK ON BOARDMAN STREET INCLUDING PART OF THE LAND OWNED BY RIVERSIDE SCHOOL BOARD AT JOHN ADAM MEMORIAL SCHOOL IN DELSON

WHEREAS the city of Delson has presented to both Riverside and des Grandes Seigneuries school boards its Boardman street renovation project;

WHEREAS it is necessary to do work in order to ensure the safety of students and citizens by installing pedestrian crossings, moving the bicycle path that runs beside John Adam Memorial school, des Cheminots school and Boardman Park, putting in sidewalks on both sides of Boardman Street, moving the bus loading zone and securing pedestrian access around it;

WHEREAS the Principals from John Adam Memorial school and des Cheminots school and the Transportation departments of both school boards have been consulted;

WHEREAS subject to the adoption by the City of Delson of the Boardman Street redevelopment project, this project must be terminated before the start of the 2014-2015 school year;

WHEREAS a public utility servitude between the three organizations exists regarding the current bus loading zone;

WHEREAS a public utility servitude is requested in favour of the City in order to include the base of the easement of the width of the cycling path (approximately three (3) meters) which will pass on the John Adam property;

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 Chouinard, that Riverside School Board approve the Boardman street redevelopment project proposed by the City of Delson and authorize it to proceed with the work subject to an agreement between the City of Delson, Riverside and des Grandes Seigneuries School Boards concerning the servitude changes necessitated by the project.

UNANIMOUS

Resolution MR289-20140527

APPLICATION FOR A CFER PROGRAM AT HERITAGE REGIONAL HIGH SCHOOL

WHEREAS Heritage Regional High School has invested two years of research to acquire knowledge about the CFER program, its functions and benefits for the students and community;

WHEREAS the CFER program shares the same values as Heritage Regional High School in terms of sustainable development and, more precisely, in the recycling of materials;

WHEREAS Heritage Regional High School presented the CFER program to the Council of Commissioners on May 13, 2014;

WHEREAS the CFER program recreates a working environment on school premises for real life training opportunities focused on the students;

WHEREAS the CFER program is a proven benefit to students' success rate by producing engaged citizens, autonomous individuals and productive workers, through community engagement, development of autonomy and employability;

WHEREAS CFER is run as a non-profit organization by Heritage Regional High School with a group of teachers who assume the responsibility for the overall training of the entire CFER program;

Whereas the CFER network has offered its support to Heritage Regional High School and will continue to support the program development;

WHEREAS this resolution was reviewed and is supported by the Material Resources and Education Committees;

WHEREAS this project has the support of the Governing Board of HRHS;

IT IS MOVED by Commissioner Pinel, seconded by Commissioner Blais, that Riverside School Board officially supports the application from Heritage Regional High School to join the CFER network for September 2014.

UNANIMOUS

Resolution B496-20140527

PUBLIC NOTICE OF THE CLOSURE OF THE ALTERNATE SCHOOL ON JUNE 30, 2015

WHEREAS Article 212 of the Education Act stipulates that school boards must adopt a policy concerning the maintenance or closure of schools;

WHEREAS Riverside School Board adopted Resolution B238-20080708 to enact such a Policy;

WHEREAS the Policy stipulates that a notice of one year be given prior to the closure of a school;

WHEREAS Resolution E125-20140121 was adopted moving The Alternate School from its current location to Centennial Regional High for the 2014-2015 school year;

WHEREAS Resolution E125-20140121 also stipulated that a satellite class would be housed at Heritage Regional High School;

IT IS MOVED by Commissioner Cameron, seconded by Commissioner Lamoureux, that a Public Notice be posted indicating the Council's decision to close The Alternate School at the end of the 2014-2015 school year and inviting the community to present feedback to Council; and

FURTHERMORE, that all such requests be directed to the Office of the Secretary General.

An amendment to the resolution was moved by Commissioner Horrocks and seconded by Commissioner Capobianco that the following clause be inserted after the fifth Whereas:

"WHEREAS the 4 high school principals will be charged with overseeing the pedagogical integrity of the Alternate School program at Centennial Regional High School and Heritage Regional High School";

Lengthy discussion ensued.

It was moved by Commissioner Cameron and seconded by Commissioner L'Heureux that the question be called.

7 IN FAVOUR
1 ABSTENTION
7 OPPOSED

The Chair ruled that the discussion could continue.

Voting on the amendment then took place.

7 IN FAVOUR
9 OPPOSED
MOTION IS DEFEATED

Commissioner Chouinard proposed an amendment but following discussion, he withdrew it.

The Chair ruled that the amendment proposed by Commissioner Dumont was not receivable.

The Chair called for the vote on the original motion:

3 OPPOSED (Horrocks, Dumont and Blais)
CARRIED

Resolution E128-20140527

REQUEST FOR A PERMANENT AUTHORIZATION TO OFFER THE DIPLOMA IN VOCATIONAL STUDIES IN TRUCKING 5791/TRANSPORT PAR CAMION 5291 AS OF THE 2014-2015 SCHOOL YEAR

WHEREAS Riverside School Board is seeking to diversify the services offered to the anglophone community on its territory;

WHEREAS the professional employment perspectives of Emploi-Québec are acceptable in the Greater Montreal area and the Province of Québec;

WHEREAS this program is not offered in English on our territory;

WHEREAS we have the support of a major partner from private industry: Transport Robert located at 103 Lauzon Street, Boucherville;

IT IS MOVED by commissioner Smith, seconded by Commissioner D'Avignon, that Riverside School Board request from the MELS the permanent authorization to offer the Diploma in Vocational Studies in Trucking 5791/Transport par camion 5291 as of the 2014-2015 school year; and

THAT a copy of this resolution be sent to the Ministry of Education, Recreation and Sport, as well as to the Members of the National Assembly situated on our territory.

AGAINST 1 (Commissioner Horrocks)
CARRIED

OTHER BUSINESS

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

PUBLIC QUESTIONS:

Erin McGarr, a resident of St. Lambert, expressed concern about the parking lot project at The Alternate School. She asked to see the plans and commented that cutting down 20 trees would have a large impact on the environment and her children. She went on to say that neighbours had had an amazing relationship with the school over the years and it made no sense to the people who lived close by.

Pierre Farmer, ADG, responded that the plans had been deposited with the City of Saint-Lambert as required.

Other members of the public present included Pascale Mongrain, Jean Gilbert and Carole Chicheportiche. All were in agreement that the trees should not be taken down and that everyone preferred to keep the park as is and have students park on the street.

The Chairman thanked the residents for expressing their concerns and suggested that a meeting be arranged to discuss the matter further.

ROUND OF APPLAUSE

- Commissioner Rasmussen attended the dance show at Centennial and the Entrepreneurial Fair. She offered kudos to the HR department for their staffing decisions and the appointment of new principals.
- Commissioner Cuffling attended the April 24th Open House at ACCESS; the April 25th performance of Beauty and the Beast at St. Lambert Elementary. On May 3rd she attended the performance of Knots and Crosses at Chambly Academy and was at ACCESS on May 15th.
- Commissioner Capobianco was at Mountainview School on April 25th. Money was raised for the School Library at Lac Mégantic
- Congratulations to Julie Guyot and her students for the amazing display here at the Board office of her students' stone sculptures.

CLOSING:

IT WAS MOVED by Commissioner Blais, seconded by Commissioner Cuffling, at 10:40, that the meeting be closed.

Moira Bell, Chairman

Denise Paulson, Secretary General



Annexe "A"

CORRESPONDENCE - RIVERSIDE SCHOOL BOARD
 2014.05.27

<i>FROM</i>	<i>TYPE</i>	<i>SUBJECT</i>
Christian Fréchette and Nick Milas, Chairman of the Sir-Wilfrid-Laurier Foundation and Chairman of Sir-Wilfrid-Laurier School Board	Letter to the Chairman	Invitation
Sherry Tite, Principal, Centennial Regional High School	Letter to the Chairman	Bursaries for grads
Maxim Labrecque, attaché politique pour Nicole Ménard	Letter to the Chairman	Acknowledgement of receipt
Debbie Horrocks	Card to Riverside School Board	Thank you
Claire Samson, députée d'Iberville	Letter to the Chairman	Acknowledgement of receipt of letter
T. Mahoney, Principal, St. Johns School	Letter to the Chairman	Invitation

Policy Name:	MANAGEMENT POLICY FOR RIVERSIDE ADMINISTRATORS' ASSOCIATION
Policy Number:	HR394-20140527
Date Received at Council:	April 15, 2014
Consultation Period:	April 16, 2014 to May 16, 2014
Date Approved by Council:	May 27, 2014
Date of Next Review:	3 years from approval by Council

**MANAGEMENT POLICY
FOR
RIVERSIDE ADMINISTRATORS' ASSOCIATION (R.A.A.)
&
ASSOCIATION QUÉBÉCOISE DES CADRES
SCOLAIRES DU QUÉBEC (A.Q.C.S.)**

May, 2014

Table of Contents

0.0	Definitions
1.0	Field of Application
2.0	Recognition and Professional Dues
3.0	Information
4.0	Participation
5.0	Administrative Structure
6.0	Definition of Duties and Eligibility Criteria
7.0	Classification and Salary Payment
8.0	Appointment, Non-reengagement and Resignation
9.0	Method of Filling Administrative Positions
10.0	Criteria to be Used to Determine Surplus Administrative Personnel
11.0	Annual Vacation
12.0	Absence from Duty
13.0	Expenses
14.0	Civil and Criminal Responsibility
15.0	Personnel File
16.0	Disciplinary Measures
17.0	Duration of the Management Policy

DEFINITIONS

- 0.01 **AAESQ:** Association of Administrators of English Schools of Quebec.
- 0.02 **A.C.S.Q.:** Association des cadres scolaires du Québec.
- 0.03 **Administrator:** A person who holds a position of senior staff at the school board, school or center, as defined in the *Regulation* (see 0.21).
- 0.04 **Association:** Riverside Administrators' Association (R.A.A.) and Association des cadres du Québec (A.C.S.Q.)
- 0.05 **Active Service:** Period of time during which the administrator's salary is maintained or during which he/she actually worked.
- 0.06 **Board:** Riverside School Board.
- 0.07 **Center:** An adult education center or a vocational training center.
- 0.08 **CPCG:** Comité de perfectionnement des cadres et des gérants
- 0.09 **CPD:** Comité de perfectionnement des directions d'établissement d'enseignement.
- 0.10 **Demotion:** Appointment of an administrator, for reasons related to performance, to another position where the maximum of the salary scale is lower than the maximum of his/her former position.
- 0.11 **Dismissal:** Termination of the employment ties of an administrator by the Board for cause, at any time, particularly but not restricted to reasons of negligence, insubordination, misconduct, immoral behaviour, criminal actions or incompetence.
- 0.12 **Engagement:** Establishment of employment ties between an individual and the Board.
- 0.13 **Interim Appointment:** An appointment to an administrative position for a defined period.
- 0.14 **Loan of Service:** When an administrator is on loan for a defined period to the MELS or to an organization other than Riverside School Board.
- 0.15 **Management Relations Committee:** A parity committee comprised of representatives appointed by the Associations, the Board, and the Council, whose rights and responsibilities are defined in chapter 4 of this policy.
- 0.16 **Movement of Administrators:** Any compulsory re-assignment or movement initiated by the Board.
- 0.17 **Non-re-engagement:** Termination of the employment ties of an administrator by the Board, at the end of the term of employment where such term has been defined.

- 0.18 Probationary Period:** A period of time of active service immediately following a first appointment or promotion to an administrative position during which time an administrator is evaluated to determine his/her capacity to fulfil his/her new functions.
- 0.19 Professional Development Committee:** A parity committee made up of representatives appointed by the Associations, the Board, whose rights and responsibilities are defined in chapter 4 of this policy.
- 0.20 Promotion:** Appointment of an administrator to another senior staff position or another level of responsibility where the maximum of the salary scale is higher than the maximum of his/her former position.
- 0.21 Regulation:** Regulation Respecting Certain Conditions of Employment of Senior Staff of School Boards (originally adopted on September 23, 1998, and modified periodically since that date).
- 0.22 Resignation:** Termination of the employment ties requested by an administrator with the approval of the Board.
- 0.23 Salary:** Remuneration paid to an administrator according to salary scales in effect, excluding lump sums and annual supplements.
- 0.24 Teaching-Principal or principal with files:** A principal who, due to student enrollment figures, assumes a partial teaching load or the handling of some Board level files.
- 0.25 Transfer of Administrators:** Any voluntary movement or re-assignment that is specifically requested in writing by the administrator implicated.
- 0.26 Work Week:** The work week is Monday to Friday, excluding the days designated as holidays, and shall consist of work days corresponding to the schedule of operation of the place of work.

1.0 FIELD OF APPLICATION

- 1.01** This Management Policy shall apply to all administrators.
- 1.02** The provisions of the *Regulation* and its subsequent revisions shall apply, as well as the provisions of this document, to all administrators.
- 1.03** Nothing in this document may contravene the provisions of the *Regulation* of the Ministry of Education, Leisure and Sports.

2.0 RECOGNITION and PROFESSIONAL DUES

2.1 Recognition

- 2.1.1** The Board shall recognize the Associations and its representatives as being the sole and official voice for the administrators in its employ who are members of Riverside Administrators' Association (RAA) and the Association des cadres scolaires du Québec (A.C.S.Q).

2.1.2 In accordance with article 196 of the *Regulation*, the Board shall acknowledge its obligation to consult the Associations through the Management Relations Committee and its representatives for the purposes of drawing up this Management Policy.

2.2 Professional Dues

2.2.1 At the time of engagement, an administrator will be invited to choose which, if any, of Riverside's two associations, Riverside Administrator's Association (R.A.A.) or the Association des cadres scolaires du Québec (A.C.S.Q.), he/she wishes to join.

2.2.2 The Board shall deduct, directly from the salary of each administrator in its employ who is a member of an Association, the amount of dues set by each Association. In the case of the newly hired administrator, the deduction shall be made unless he or she provides written notice to the Board and to the Association within the 30 days following his/her engagement to the effect that, he/she does not wish to be a member of one of the Associations and AAESQ, as applicable. Following the expiry of the thirty days, dues shall be deducted until the following July 1st.

2.2.3 An administrator who wishes to stop paying dues to an Association must so advise the Association and the Board. Dues shall cease to be deducted on July 1st following the submission of the written notice.

3.0 INFORMATION

3.1 The Board shall systematically forward to the Associations copies of all policies and directives relating to senior staff and, in particular, any document relating to their conditions of employment.

3.2 No later than November 15 of every year, the Board shall provide the Associations with a list of all its administrators. The list shall contain the following information:

- name
- classification and class
- position held
- salary
- seniority

3.3 The Board shall also advise the Association of the name of any administrator who obtains a leave of absence or who is on a loan of service. It shall also provide pertinent information regarding the duration of such a leave or loan.

4.0 PARTICIPATION

4.1 Management Relations Committee

4.1.1 The Management Relations Committee shall meet periodically to discuss matters related to the application of the *Regulation* or the Management Policy or to the working conditions of an administrator or administrators.

- 4.1.2** The Management Relations Committee is comprised of up to three (3) R.A.A. representatives and two (2) A.C.S.Q. representatives up to four (4) representatives of the Board as well as one representative of the Council of Commissioners.
- 4.1.3** Members of the Committee shall be appointed annually.
- 4.1.4** The Committee shall determine its internal rules of procedure and shall meet at least twice yearly or at the request of any of the parties.
- 4.1.5** Discussions that take place within the Management Relations Committee are confidential in nature unless otherwise agreed by the Committee.
- 4.1.6** The following shall be subject to consultation at the level of the Management Relations Committee:
- Proposed modifications to the administrative structure;
 - Policies and procedures that affect the conditions of hiring and employment of administrators;
 - Employment conditions of administrators.

4.2 Professional Development

- 4.2.1** The Board and the Association recognize the importance of ongoing professional development to provide administrators with the knowledge and skills necessary to offer Riverside School Board the leadership it requires in the coming years.
- 4.2.2** It is the responsibility of each administrator to actively pursue his/her own professional development in order to enhance his/her professional growth.
- 4.2.3** The Board may grant leave without loss of salary to an administrator to pursue recognized professional development after consulting with the PD Committee.
- 4.2.4** In order to encourage the professional development of its administrators the Board shall establish an annual fund equivalent to one point twenty five percent (1.25%) of the total salary mass of administrators. Any reduction to this amount shall require prior consent from the Associations through the MRC.
- 4.2.5** The funds from both Associations shall be grouped together in a common pot.
- 4.2.6** The maximum accessible to an administrator shall be determined annually as per the R.A.A. /A.S.C.Q. Professional Development Funds Guidelines.
- 4.2.7** Professional development monies shall be used to cover items such as expenses of conferences, workshops, courses, seminars, professional journals and in-service activities which enhance an administrator's professional knowledge and capacity to fulfill his/her responsibilities as outlined in the R.A.A./A.S.C.Q. Professional Development Funds Guidelines.
- 4.2.8** The Professional Development Committee shall meet periodically to oversee professional development for administrators. The Professional Development Committee shall oversee the budget of the administrators' professional

development account on a regular basis, and shall produce an annual financial report.

4.2.9 The Professional Development Committee is comprised of school and board level administrators named by the Associations as well as up to three (3) representatives of the Board.

4.2.10 The Committee shall determine its internal rules of procedure and shall meet at least twice yearly or at the request of either party.

4.2.11 The mandate of the Professional Development Committee shall include the following:

- a) Approve requests;
- b) Determine the annual amounts for administrators;
- c) Explore all avenues to seek additional funding (CPD, CPCG, A.S.C.Q. and AAESQ);
- d) Administer the professional development account;
- e) Identify Board-wide professional development goals;
- f) Participate in the organization of workshops for administrators;
- g) Review feed-back on workshops for administrators;
- h) Encourage and assist individual administrators seeking professional development opportunities.

4.2.12 Administrators wishing to attend a professional development activity shall submit their request prior to the event, and following the event, their expense claim, as per the R.A.A. / A.S.C.Q. Professional Development Funds Guidelines.

4.2.13 The terms and conditions of expenses shall be in conformity with the Policy on the Reimbursement or Expenses. A claim for reimbursent of expenses must be submitted on Annex 2.

5.0 ADMINISTRATIVE STRUCTURE

5.1 The administrative structure indicates the organization of administrative positions at the Board and in its schools and centers. It incorporates the position titles as well as the Board's organizational chart.

5.2 Any proposed modification to the administrative structure of the Board shall normally be submitted to the Associations through the Management Relations Committee by March 30th. The Association shall then have thirty days to provide its opinion on the proposal.

5.3 Any administrator whose position is affected by major modifications to the administrative post he/she holds (ex: from a principal to a teaching principal, or a principal with files) shall likewise normally be advised by the Board by March 30th of the proposed changes for the upcoming school year.

5.4 By the May Council of Commissioners meeting of each year, the Board shall normally adopt its administrative structure for the following school year.

6.0 DEFINITION OF DUTIES AND ELIGIBILITY CRITERIA

6.1 The duties of each administrative position shall be in accordance with schedule 1 of the *Regulation*. The Board shall be advised of any modifications or changes

made to the duties and responsibilities for an administrator. This information shall be shared with the appropriate Association and available at the time of career interviews.

- 6.2 The definition of the duties of a position shall include the regular functions assigned to an individual. In a school, center, or department, a position may include all or part of the functions and the responsibility for more than one function.
- 6.3 The eligibility criteria for a position are those described in the *Regulation*. The Board may determine additional eligibility criteria as related to the position being advertised. Any questions regarding eligibility criteria will be reviewed by the Management Relations Committee.
- 6.4 At the date of the adoption of this policy, any person who holds a position as an administrator shall be considered as having met the admissibility and eligibility criteria for his/her position or any other position at the same level or at a lower level.

7.0 CLASSIFICATION AND SALARY PAYMENT

- 7.1 It is the responsibility of the Board to proceed with the classification of its administrators in accordance with the provisions of the *Regulation*.
- 7.2 The Board shall advise each administrator, in writing, whenever he/she experiences a change in salary and/or a change in classification, and shall forward a copy to his/her Association.
- 7.3 Any problems relating to the interpretation or application of a change of salary or classification shall be referred to the Management Relations Committee, within fifteen (15) calendar days of receipt by the Administrator of written notification of the change.
- 7.4 Administrators will be advised, in writing, or by electronic means, of the details of their biweekly remuneration. The biweekly net salary of administrators will be deposited directly, by the Board, to the credit of the administrator, at any bank of his/her choosing within the region. There will be no cost to an administrator resulting from the use of this method of payment.

8.0 APPOINTMENT, NON-REENGAGEMENT AND RESIGNATION

- 8.1 Administrators are appointed by resolution of the Council of Commissioners on the recommendation of the Director General, or in accordance with the provisions of the delegation of responsibilities to the Director General.
- 8.2 In the case of a first appointment to an administrative position, the probationary period shall be two years of active service; in the case of a promotion, or a transfer from another educational organization, or in other cases, as per the regulation, the probationary period shall be one year of active service.

A probationary period may be extended for one additional year, upon the recommendation of the immediate superior and with the approval of the Director General.

- 8.3 Notwithstanding the right of the Board to transfer or move an administrator in conformity with the *Regulation*, an administrator shall normally be advised prior to June 1st of any change in assignment, or the nature of the assignment for the following school year.
- 8.4 In the case of resignation for purposes of retirement, notification of this intent before February or during the career interview process is highly encouraged. This information will assist with administrative assignment planning for the next school year. Notice of resignation for purposes of retirement is expected at the latest by March 30th.
- 8.5 The interim appointment of an administrator will be for a defined period.
- 8.6 An interim administrator shall be considered equally for any new postings. If named to the position held in an interim capacity, if the time served on an interim basis exceeds one year, that time, if successfully served, shall count towards the probationary period.

9.0 METHOD OF FILLING ADMINISTRATIVE POSITIONS

9.1 Succession Planning

The Board and the Associations support activities to promote succession planning and to provide a pool of prospective candidates for administrative positions. Some examples are: the availability of annual career interviews, the Mentoring Program for Administrators, administrative internships and an annual recruitment process to name potential administrators for the bank of candidates.

- 9.2 The Board shall, conduct career plan interviews each year during the months of January and February for pre-identified groups, alternating priority between board level and in-school administrators annually. No more than three years shall lapse between interviews. The interview team shall be comprised of the Director General, the Director of Human Resources and at least one other Director of the Board. During the interview, the administrator will have the opportunity to discuss professional aspirations.

At this time, the Director(s) will provide input to the administrator regarding professional development opportunities, areas of focus, etc. that will assist him/her with the competencies that would be beneficial for future assignments. At the end of the meeting, notes taken will be prepared with copies going to the administrator and to his/her Human Resources file.

- 9.3 Exit interviews shall take place with an administrator leaving the service of the Board (resignation, or retirement).
- 9.4 Where possible, the Board shall fill administrative vacancies giving first consideration to those covered by this management policy, and then to qualified candidates in the administrators' recruitment bank.
- 9.5 Administrative vacancies during the course of the school year shall be posted. The annual administrative staffing process for July 1st shall be initiated by the issuance of a posting on acceptance of a resignation of an administrator or by a general posting issued by April 30th. In the absence of any known pending vacancies, the posting shall indicate the possibility of a "domino effect" with subsequent movement options.

- 9.6** All administrators covered by this Management Policy shall have access to postings. Presidents of the Associations shall receive copies of any administrative postings at the time of their issuance.
- 9.7** Vacancies not related to those mentioned in clause 9.5 will be the subject of consultation between the Board and the Associations.
- 9.8** In conformity with article 96.9 of the *Education Act*, the principal shall be consulted and, if applicable, be part of the selection committee for the appointment of a vice-principal in his/her school.

10.0 CRITERIA TO BE USED TO DETERMINE SURPLUS ADMINISTRATIVE PERSONNEL

- 10.1** In the event that the number of Board administrative posts diminishes and it becomes necessary to declare an administrator surplus, the procedures-outlined below shall be followed.
- 10.2** As per Division II of the *Regulation*, the Associations and the school board agree to the following criteria;
- a) The establishment of a seniority list, as follows;
- Seniority shall be determined exclusively by date of entry into the administration with the Board or one of its predecessor boards;
 - The seniority list dated June 30, of each year will serve as the official seniority covering administrators in the employ of the Board on the coming July 1st of that year;
 - Continuous service including “Interim appointments” shall be recognized in the calculation of seniority.
- b) Prior to proceeding to the determination of a surplus administrator, the provisions of the *Regulation* (Division II: Placement on Availability) and other possible measures shall be applied.
- c) To provide a degree of flexibility when declaring which administrators are to be named surplus, a pool shall be created from which the Board can select personnel. The pool shall consist of the number of posts declared surplus plus 3 names. The pool shall be formed from the names of those administrators. Lowest on the seniority list as determined by criteria established in 10.2. If the creation of the pool requires that an administrator be selected from a position on the seniority list where one or more are tied, then all those tied will also be placed in the pool.
- d) The following criteria will be used by the Board when determining which administrator from the pool shall be declared surplus:
- According to the needs of the system;
 - The administrator with the most varied work experience shall be retained unless the Board’s needs require very specialized skills.

10.3 The administrator declared surplus shall be assigned to duties appropriate to his/her experience and training, as per the *Regulation* (Division III: Use of senior staff on availability).

10.3.1 Furthermore, the Board shall meet and assist those administrators placed in surplus in the interpretation of the *Regulation*.

10.4 Notwithstanding the above, the Board and an administrator may enter into mutually acceptable arrangements in order to further alleviate the problem of surplus personnel.

11 ANNUAL VACATION

11.1 Annual vacation shall constitute 30 work days. Administrators covered by this policy may also receive up to 5 compensation days as determined with their immediate superior.

Vacation shall be taken in accordance with the needs of the particular school, center, or board level department and with the approval of the immediate superior.

Annual vacation is not cumulative from one school year to the next except with the express written agreement of the Director General.

11.2 As per Division I (186) of the *Regulation*, vacation shall be acquired at the end of each school year. Teachers named to an administrative post as of July 1st of any year shall be designated as on a leave of absence without salary for any days not worked for the summer period, unless an alternate agreement has been reached.

12 ABSENCE FROM DUTY

General Provisions

12.1 Where administrators are unable to report for duty, they shall ensure that their immediate supervisor is advised.

12.2 Absences are recorded on a form supplied by Human Resources for this purpose and submitted to the administrator's immediate superior for authorization. Such forms are then forwarded to Human Resources.

12.3 As per article 66 of the *Regulation*: "A senior staff member shall be eligible for the insurance plans at the end of a one-month waiting period from the date on which he assumed the position, provided he is at work. If he is not at work on that date, he shall be eligible for the plans on the date of his return to work."

The submission of a medical disability report identifying a diagnosis, treatment plan and anticipated date of return to work is required for a medical absence exceeding five (5) days.

Leaves for Professional Affairs

12.4 The Board recognizes that its administrators may need to represent the Board, the school or the Associations both locally and provincially.

- 12.5** At the request of the Associations and after reaching agreement with the Board, the Board shall release an administrator, with salary, so that he/she may act as a representative of the Board, the school or the Associations.

Professional Related Absences

- 12.6** An administrator who is invited to give or participate in professional related conferences or workshops may receive leave with the prior authorization of his/her immediate superior. When an administrator receives an honorarium, or is otherwise remunerated by an outside organization for such an activity, he/she shall use an annual vacation day, a compensation day or a day without pay to cover his/her absence for that day.

Other Leaves

- 12.7** The Board may grant other leaves at the request of the administrator. The leave may be with salary or without salary, depending upon the request and the circumstances. When applicable, the provisions of the Policy on Leaves of Absences without Salary and Sabbatical Leaves with Deferred Salary shall apply.

13 EXPENSES

- 13.1** The Board shall reimburse administrators for expenses incurred on Board business, according to the Board's Policy on the Reimbursement of Expenses and on the approval of the administrator's immediate supervisor.

14 CIVIL AND CRIMINAL RESPONSIBILITY

- 14.1** The Board shall assume the case of an administrator whose civil and criminal responsibility might be at issue by his/her actual performance within the limits of his/her duties as an administrator. In this regard, the Board will make no claim against the administrator unless he/she has been found guilty of a serious fault or gross negligence by a definitive judgment of a court of civil or criminal jurisdiction. The actual performance of duties also includes activities authorized by the Board which is carried out outside the normal working hours.
- 14.2** In this regard, the Board shall carry appropriate insurance to protect administrators and their personal property in all acts connected with duties of the administrator.
- 14.3** The Board shall indemnify the administrator for the total or partial loss, the theft, or the destruction of personal effects which are normally used or carried while working, except in the case of demonstrated negligence on the part of the administrator. In the case where an administrator received a sum of money by virtue of a personal insurance policy, this amount is subtracted from the indemnity payable by the Board. It is within the exclusive province of a court of civil or criminal jurisdiction to determine the legal responsibility in such a case.
- 14.4** Any damage compensation claim shall be submitted in writing to the attention of the Director of Finance and shall include supporting receipts and documents.

15. PERSONNEL FILE

- 15.1 The Board shall keep only one personnel file, which shall include personal and professional information as well as any disciplinary measures, for each of its administrators.
- 15.2 Confidentiality of said personnel file shall be maintained. The Director of Human Resources shall ensure the safe keeping of such files.
- 15.3 The personnel file may be consulted by the person him/herself, with a request normally placed 24 hours in advance. The Director of Human Resources and the immediate superior of the administrator may also consult this file.
- 15.4 An administrator who wishes to consult his/her file may be accompanied by a representative of his/ her association.

16. DISCIPLINARY MEASURES:

- 16.1 The Board shall treat its administrators in a just and equitable manner.
- 16.2 The Board shall render all disciplinary measures in writing.
- 16.3 The Board must convene the person concerned, in writing, with a 24 hour advance Notice of Meeting and advise him/her that he/she is entitled to be accompanied at such a meeting by a representative of their Association. The Association shall also receive a copy of the Notice of Meeting.
- 16.4 Any document of a disciplinary measure placed in the file must carry a signature of acknowledgement of receipt, signed by the administrator. In the event that an administrator refuses to sign, his/her association representative or another witness shall sign.
- 16.5 The administrator may provide a written statement within 15 days of receipt of a disciplinary measure to be attached to the disciplinary measure letter in the file.
- 16.6 Disciplinary issues which result in a "Letter of Warning" may be retained in the administrator's personnel file for a 2 year period of active service from the time of issuance. An administrator may request, in writing to the attention of the Director General, the removal of a "Letter of Warning" after a period of 18 months of active service. A meeting to consider and discuss such a request shall be held with the administrator, an association representative, the immediate superior, the Director of Human Resources, and the Director General in attendance, to be held within 15 days of receiving the request for removal.
- 16.7 Disciplinary issues which result in a "Letter of Reprimand" or a Suspension may be retained in the administrator's personnel file for a 3 year period of active service from the time of issuance. An administrator may request, in writing to the attention of the Director General, the removal of such disciplinary measures from their personnel file after a period of 24 months of active service. A meeting to consider and discuss such a request shall be held with the administrator, an association representative, his/her immediate superior, the Director of Human Resources and the Director General in attendance, to be held within 15 days of receiving the request for removal.

- 16.8** In the case of a subsequent disciplinary measure within the time period prescribed in clauses 16.6 and 16.7, the expiry date of the first measure shall be revised to coincide with the expiry date of the second disciplinary measure.
- 16.9** Any disciplinary measure that is null and void shall be withdrawn from the administrator's personnel file.
- 16.10** A disciplinary measure shall result in the development of a plan for improvement within 30 days of the issuance of the disciplinary measure. Such a plan shall include clear expectations of improvement or change required, the identification of support or resources to be allocated as appropriate, and pre-identified meeting times with the director general, as needed, for ongoing dialogue to discuss progress. This plan shall be written out, and signed by the administrator, his/her immediate superior, the Director General, and a representative of the Association at the time of its inception.

17. DURATION OF THE MANAGEMENT POLICY

- 17.1** This Management Policy shall become effective July 1, 2014.
- 17.2** If written notification for the revision of this Management Policy is not received by either party within sixty (60) days preceding the end of each school year, it shall remain in force for an additional school year. The sixty day period may be waived by mutual agreement.

LETTER OF AGREEMENT

BETWEEN

Riverside School Board
Hereafter referred to as the "Board"

AND

Riverside chapter of the Association des cadres scolaires du
Québec (A.C.S.Q.)- Patriots – Riverside, and
Riverside Administrators' Association (R.A.A.)

Hereafter referred to as the "Associations"

**Agreement to Apply the Provisions of Article 50
of the Regulation (Availability Allowance)**

WHEREAS as of June 2012, there is provision (Article 50) in the Regulation applicable to foremen and managers for entitlement to an Availability Allowance when required by the school board to be on-call outside of their regular workweek hours.

WHEREAS in a small School Board the size of Riverside these responsibilities are extended to other management level personnel in Material Resources as well,

WHEREAS both the Board and the Associations are in agreement,

BE IT RESOLVED THAT:

1. The above preamble forms an integral part of the present Letter of Agreement;
2. The Board and the Associations agree that, effective retroactively to the 2012-2013 school year, the availability allowance provisions of Article 50 shall be extended to all management personnel in Material Resources who serve in an on-call capacity.
3. The availability allowance allocation, as of the 2013-14 school year, shall be calculated as per Article 50, payments being capped at the maximum that would be available at a manager level salary, regardless of the management position held by the individual working on availability.
4. The Board and the Associations agree that monies earned through these provisions shall be paid in totality once a year, at the end of each school year.
5. This agreement, which cannot serve as a precedent, constitutes a full agreement between the parties and shall constitute a transaction within the meaning of Articles 2631 and seq. of the *Civil Code of Quebec*.
6. This agreement has been drafted in English with the express consent of the parties.

IN WITNESS WHEREOF, this agreement has been signed

In St.-Hubert On _____

RIVERSIDE SCHOOL BOARD

A.C.S.Q. and R.A.A.

Wendy Bernier
Interim Director– Human Resources

Peter Sheel
Director-Association des cadres
scolaires du Québec (A.C.S.Q.)

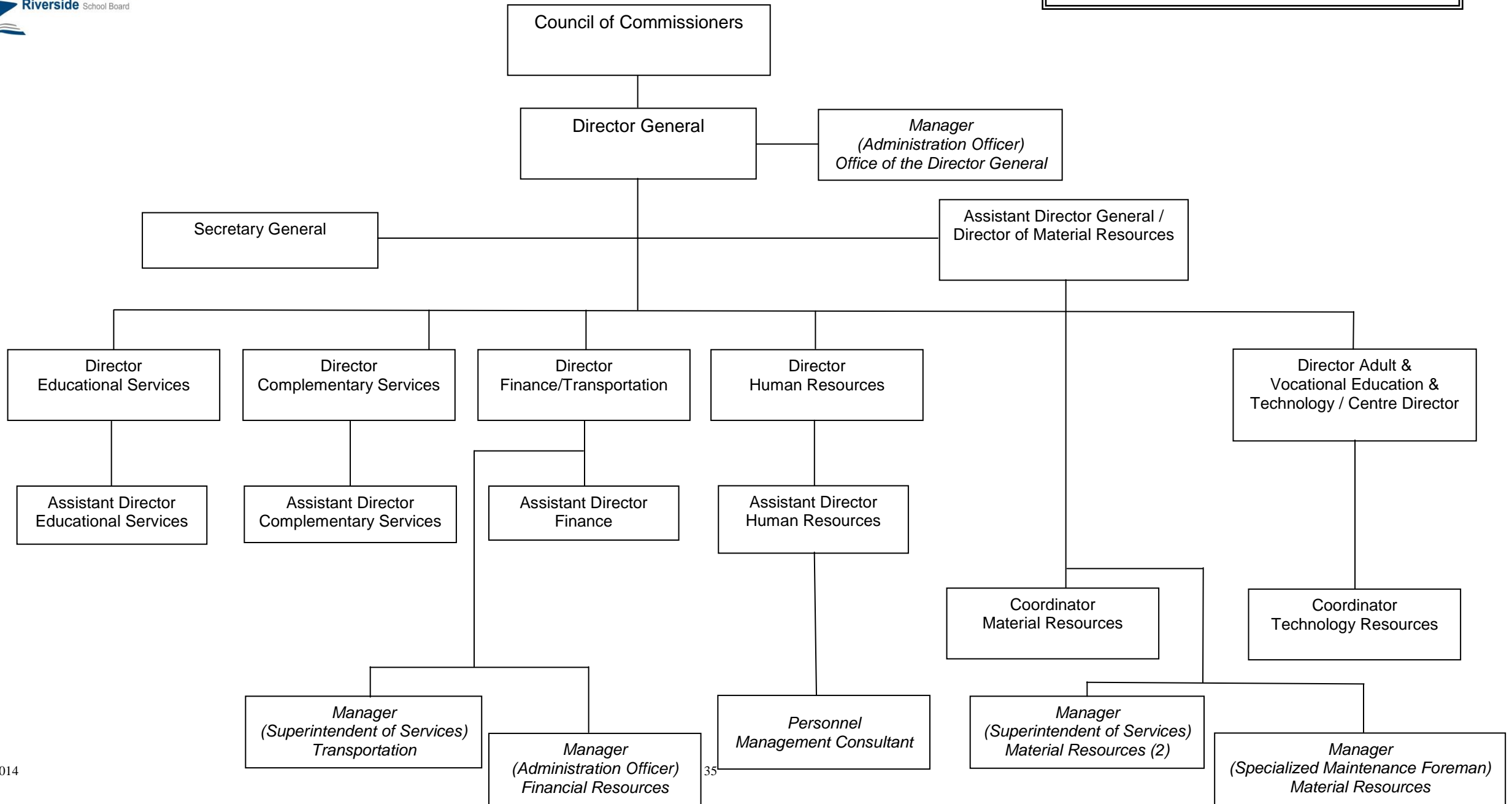
Riverside representative

Pierre Farmer
Assistant Director General
Riverside

Richard Pundzius
President – A.C.S.Q. Patriotes

Deborah Angelus
President, R.A.A.

RIVERSIDE SCHOOL BOARD
Organigram
2014-2015





DRAFT

Riverside School Board

Administrative Structure 2014-2015 School Year

SCHOOL or CENTER	Administrative Structure 2014-2015 School Year													
	Center Director	Principal	VP/ACD	Superintendent of Services	Specialized Maintenance Forman	specialized maintenance foreman	Admin. Services Supervisor	Pers. Mgmt Cons.	Director General	Administration Officer	Assistant Director General	Assistant Director	Coordinator	
Adult Ed* ACCESS			2.0			1.0	1.0							*Center Dir.-Tech- CLCs- Int'l Stud.
Boucherville *	1.0													With Dossiers (20%) NEW
Cedar Street	1.0													With Dossiers (20%)
Centennial RHS	1.0	3.0				1.0								
Chambly Academy	1.0	1.0												
Courtland Park	1.0													
Good Shepherd	1.0													
Greenfield Park Int'l	1.0													
Harold Napper	1.0	1.0												
Harold Sheppard	1.0													With Dossiers (40%)
Heritage RHS	1.0	4.0				1.0								
John Adam	1.0													
Mount-Bruno	1.0													
Mountainview	1.0													With Dossiers (20%) NEW
REACH	1.0													With Dossiers (40%)
Royal Charles	1.0													With Dossiers (20%)
St. Johns	1.0	2.0												
St. Jude	1.0													
St. Lambert	1.0	1.0												
St. Lawrence	1.0	1.0												
St. Mary's	1.0													
Terry Fox	1.0													With Dossiers (20%)
William Latter	1.0													
BOARD OFFICE														
Office of Dir. Gen.									1.0	1.0				
Office of Sec. Gen.						1.0								
Material Resources				2.0	1.0						1.0		1.0	(* Modifications may come)
Technology													1.0	
Educational Services						1.0						1.0		
Complementary Serv.						1.0						1.0		
Finance/Transp				1.0		1.0				1.0		1.0		
Human Resources						1.0		1.0				1.0		
TOTAL														
Proposed 2014-15	0.0	22.0	15.0	3.0	1.0	6.0	2.0	1.0	1.0	2.0	1.0	4.0	2.0	
Actual 2013-2014	0.0	23.0	14.0	3.0	1.0	6.0	2.0	1.0	1.0	2.0	1.0	4.0	3.0	
Difference	0.0	-1.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	-1.0	
**Alternate School - Removal of Principal														
Dossiers = Pre-determined files & projects														
Administrators in schools with less than 225 students (weighted) = 20% of the workload towards dossiers														

Administrators in schools with less than 100 students (weighted) = 40% of the workload towards dossiers

to: March 31, 2014