

Minutes of the proceedings of a **regular** session of the Council of Commissioners for Riverside School Board held at the Administration Centre, 7525, chemin de Chambly, St. Hubert, Québec on December 16, 2014.

The Secretary General established that quorum was met and Chairman Dan Lamoureux, called the meeting to order at 7:33 p.m.

COMMISSIONERS PRESENT:

P. Booth Morrison

D. Butler

A. Capobianco Skipworth

C. Craig

H. Dumont

M. Gour

C. Horrell

D. Lamoureux

L. Llewelyn Cuffling

D. Smyth

Parent Commissioners

T. Aguiar

P. Chouinard

M. Rayes

L. Rodrigues

Regrets: A. Mazur, D. Smith

Also present

Sylvain Racette, Director General

Denise Paulson, Secretary General

Michel Bergeron, Director of Financial Resources

Wendy Bernier, Director of Human Resources

Mary Williams, Director of Educational Services

Lucie Roy, Director of Adult and Continuing Education

Presence noted

S. LeSueur, N. Gruenefeld

ADOPTION OF THE AGENDA:

IT IS MOVED by Commissioner Chouinard, seconded by Commissioner Rodrigues, that the agenda be adopted with the addition of the "Auditor's Presentation" at the beginning of the meeting and that a copy be appended to the Minutes of this meeting.

UNANIMOUS

Mr. Labranche from the firm Rocheleau Labranche CPA inc. presented his findings with respect to the external audits conducted at Riverside School Board

PUBLIC QUESTIONS : S. Lesueur stated that he hoped the remuneration paid to commissioners would not be subject to a 14% increase as it has been in some other boards. The Chair advised that that was not the case at Riverside.

ADOPTION OF THE MINUTES OF THE MEETING HELD ON NOVEMBER 11, 2014

IT IS MOVED by Commissioner Capobianco Skipworth, seconded by Commissioner Aguiar, that the Minutes of the meeting held on November 11, 2014 be adopted.

UNANIMOUS

BUSINESS ARISING FROM THE MINUTES

The Director General followed up: None

ADOPTION OF THE MINUTES OF THE SPECIAL MEETING HELD ON NOVEMBER 25, 2014

IT IS MOVED by Commissioner Morrison, seconded by Commissioner Craig, that the Minutes of the special meeting held on November 25, 2014 be adopted.

UNANIMOUS

BUSINESS ARISING FROM THE MINUTES

The Director General followed up:

- Document was sent for consultation

CHAIRMAN AND DIRECTOR GENERAL

Chair's report – D. Lamoureux

- The Chair reported that he had attended a number of meetings in the past weeks related to the matter of potential school board mergers.

Director General's report – S. Racette

TOPICS THAT REQUIRED SPECIAL ATTENTION

Since the last Council meeting there have been 4 expulsions: 2 from Centennial and 2 from Heritage; two for possession of drugs and two for violence. There was also one reinstatement to St. Johns.

REPORT FROM THE SPECIAL NEEDS ADVISORY COMMITTEE

Now that we have a parent commissioner from SNAC, a reporting item will be added to the agenda for Commissioner Rodrigues' comments.

MEETINGS AND EVENTS

The Director General reported on the meetings and events he attended since the last meeting.

THINGS COUNCIL SHOULD KNOW

- › Update on potential school board mergers
- › Interlocutory injunction – Queen Street parking
- › Pneumonia at William Latter – building not in question. Appears to be viral.
- › Community garden project – Mountainview
- › Report to the DGEQ was sent by Kathleen Balfour with her observations and comments
- › Vermiculite at GPI is being addressed
- › Revenu Quebec results discussed

HATS OFF

- › To Brian Peddar, Coordinator of the Richelieu Valley CLC. He is proud to announce that funding was received from LEARN Quebec and each school associated with this CLC can apply for grants to a maximum of \$2,000 for this year.
- › To the Richelieu Valley CLC for its project at William Latter School with the SPCA.
- › To ACCESS Cleghorn for offering tuition free evening classes at their campus.

Parents' Committee: T. Aguiar

- The last Parent Committee was held on December 1st, 2014 and this was also our Holiday Social.
- The Director General, Sylvain Racette, provided an update on the potential merger between, New Frontiers, Eastern Townships and Riverside School Boards.
- He also gave a brief overview of the RSB Organization with its various Directors, the newly elected Chair of Council, and the Council of Commissioners, along with some tips for where parents can obtain more information concerning the overall activities of the RSB (Annual Report, which is available online).
- The Director of Finance, Michel Bergeron, provided an overview of the draft budget and then answered parents' fiscal questions concerning the budget presented.
- The next meeting will be held on Monday, January 5th, 2015

REPORTS (non-voting items only)

Executive – Lesley Cuffling

- The Executive Committee met on December 2 2014.
- Due to changes in the Education Act, the Chair of Council is now also the Chair of the Executive. Lesley Llewelyn Cuffling was elected Vice Chair of the Executive.
- The committee authorized payment of itinerant services for 11 Riverside students who receive full-time and half-time services from the Montreal Oral School for the Deaf; the amount is \$77,220.
- The Executive authorized payment for Instructional Services to be provided by 'Giant Steps', Summit, Vanguard, and 'Yaldei' for 24 Riverside students; the amount is \$481,039. These are grants received from the government for these services.
- The next meeting of the Executive is February 3, 2015.

Transportation Advisory –

The committee has not yet met. A January meeting is planned, the date yet to be determined.

Education – D. Smith

- The Education Committee met for the first time on Monday, November 24th at ACCESS Cleghorn.
- The meeting was called to order at 6:30 p.m.
- Dawn Smith was elected as Chair and Anna Capobianco-Skipworth as Vice-Chair.
- It was decided that one Secondary Administrator, two Elementary Administrators and one Special Needs Administrator would become members.
- The Education Committee will meet on the fourth Monday of every month with the exception of December and May which will be at the call of the Chair.
- Review of the Mandate was postponed to our next meeting when all members are present. The Calendar of Discussion Topics was tabled until the next meeting.
- Lucie Roy provided a brief update on what has been done with regards to technology in RSB schools.
- Lisa Rae gave a presentation on Riverside School Board graduation rates.
- The next meeting is on January 26th, 6:30 at ACCESS Cleghorn

Audit (Finance & Material Resources) – P. Morrison

- Committee met on November 18 and December 2, 2014 and P. Morrison was elected Chair
- Material resources resolutions were reviewed. An increase in the caretaker hours at Centennial would be implemented.
- The objectives of the Finance and Transportation Services were presented.
- A detailed presentation of the Financial Statement was made by the Director of Finance. In a nutshell, the Board has a deficit of approximately \$1.09 million
- Schools' operating surplus is \$201,707
- The 2013-2014 deficit is not included in the Board's recovery plan.
- The Committee will have 3 administrator members: one from the elementary, secondary and adult ed sectors.
- The committee agreed that all large projects should be brought before Audit, Finance and Material Resources before going to work session.
- Next meeting is at the call of the Chair

Governance and Ethics – Lesley Cuffling

- The Committee met on December 2, 2014
- Lesley Llewelyn Cuffling was elected Chair.
- The mandate of the committee was reviewed and slight modifications were made. The committee recommends that Council adopt the mandate as recommended.
- The committee recommends that all Council members sign a statement declaring they have read and will comply with the Code of Ethics bylaw.
- After being informed that the mandate of the Ethics Officers was concluding and that

they do not want to continue in the position, the committee recommends investigating the possibility of sharing the services of ethics officers from other boards.

- The committee also recommended establishing a multi-disciplinary steering committee to study the possible merger scenarios for Riverside.
- The next meeting of the Governance and Ethics Committee is February 3, 2015.

Human Resources – H. Dumont

The HR Committee met on November 18.

- Following opening remarks by Council Chair, Dan Lamoureux, Henriette Dumont was acclaimed as Chairperson and Margaret Gour was acclaimed as Vice-Chair.
- The Chair referred to the Standard Rules of Council Committees elaborated by the HR Committee last year and presented to Council.
- The Committee reviewed and made minor revisions to its mandate which will be presented to Council for the January meeting.
- The Committee was informed of a 20 % LOA granted to a principal with files (Harold Sheppard) and of 2 short-term replacements of administrators who were appointed by powers delegated to the DG: François Leblanc, a teacher at Chambly Academy, will replace Roxanne Mc Neil, V-P at St-Lambert Elementary while she is away. Bob Matthey will be covering both Mountainview and Cedar as administrator while the Principal at Cedar Street is away. Additional hours for the staff assistants and technician have also been allocated.
- Commissioners Doug Smyth and Lori Rodrigues were named to the Calendar Committee.
- The HR Committee was informed of the impact of the budget cuts on human resources. The mandate to balance the budget by 16-17 translates to a loss of 8-10 jobs over each of the next 2 years. In addition, the \$300,000 cut to the special needs envelope this year has been a hard hit on our schools.
- The HR Committee will meet briefly at 6:15 before the January work session.

Marketing & Communications

- The first meeting will be held on January 20, 2015 at 6:30 p.m.

QESBA – A. Capobianco

The first meeting of the Board of Directors is planned for January 16, 2015.

NEW BUSINESS

Resolution B516-20141216

RESPONSE TO MINISTER BOLDDUC'S PROPOSED RESTRUCTURING OF ENGLISH SCHOOL BOARDS

WHEREAS: On November 19, 2014, Dr. Yves Bolduc, Minister of Education, announced the intention to change the structure of Quebec school boards and that Riverside School Board, New Frontiers School Board and Eastern Townships School Board would be involved in the compression of nine to seven English school boards;

WHEREAS: There have been ongoing discussions among these three school boards and QESBA and all agree that our focus is on student success, teacher education and support and continued administrative efficiency, while respecting the rights and needs of the minority English community;

WHEREAS: A proposed merger of the three boards would cover an area from the Ontario border to the Maine border, making it more difficult and less cost effective (1) to support schools and students as well as (2) to represent communities and taxpayers;

WHEREAS: Over the last three years, Riverside School Board, New Frontiers School Board and Eastern Townships School Board have proposed cost-saving and revenue-generating measures which would increase opportunities to students; however, approvals and authorizations from the various Government departments concerned are still pending;

Following serious deliberation, IT IS MOVED by Chairman Lamoureux, seconded by Commissioner Cuffling, Vice-chair, that Riverside School Board advise the Minister of Education, by way of QESBA, of its position to remain a separate entity but that it will continue to work on combining certain services within the three school boards to reduce costs while avoiding other costs that would be incurred by mergers; and

FURTHERMORE, that the Minister also be advised that the Council of Commissioners remains open to discussing this position with him and reviewing any alternative solution that is in the best interest of our students, staff, parents and taxpayers.

UNANIMOUS

Resolution B517-20141216

APPOINTMENT OF MEMBERS OF THE DIRECTOR GENERAL LIAISON COMMITTEE

WHEREAS the Policy on the Evaluation of the Performance of the Director General states that four (4) commissioners be elected prior to September 30 of every year to sit on the Director General Liaison Committee;

WHEREAS the Policy on the Evaluation of the Performance of the Director General also states that these four members shall normally be the Chairman of the Council, the Vice-Chairman of the Council, the Chairman of the Executive Committee and the Chairman of the Human Resources Committee;

WHEREAS the last Council meeting prior to the election was held on September 16, 2014;

WHEREAS the modification of the Education Act by Bill 88 implies that the Chair of Council is also Chair of the Executive;

IT IS MOVED by Commissioner Capobianco, seconded by Commissioner Chouinard, that the Chair and Vice-Chair of the Council of Commissioners sit on the DG Liaison Committee and that nominations be opened and that a ballot vote be taken, if necessary, to elect three additional members one of whom is a Parent Commissioner;

IT IS MOVED by Commissioner Rodrigues, seconded by Commissioner Aguiar that Commissioner Rayes sit on the DG Liaison Committee. There were no other nominations of Commissioners. Commissioner Rayes accepted the nomination.

IT IS MOVED by Commissioner Gour and seconded by Commissioner Rayes that Commissioner Dumont be nominated; IT IS MOVED by Commissioner Smyth, seconded by Commissioner Aguiar that Commissioner Smith be nominated; IT IS MOVED by Commissioner Chouinard, seconded by Commissioner Capobianco that Commissioner Morrison be nominated. A ballot vote was taken and the results were compiled by the Director of Finance, Michel Bergeron and the Secretary General, Denise Paulson.

The Chairman announced that Commissioners Dumont and Smith had been elected. Commissioner Cuffling moved to destroy the ballots.

The following Commissioners will form the membership of the DG Liaison Committee:
Chairman Lamoureux, commissioners Cuffling, Dumont, Smith and Rayes.

UNANIMOUS

Resolution F162-20141216

DEPOSIT OF THE RIVERSIDE SCHOOL BOARD FINANCIAL STATEMENT FOR 2013-2014

WHEREAS the 2013-2014 financial statement was prepared in accordance with the regulations of the Ministry of Education, Recreation and Sport;

WHEREAS the financial statement was verified by an external auditor and the report of said auditor was presented to the Audit Committee and the Council of Commissioners;

IT IS MOVED by Commissioner Morrison, seconded by Commissioner Chouinard, that the deposit of the 2013-2014 financial statement for Riverside School Board be accepted.

UNANIMOUS

Resolution B518-20141216

NOMINATIONS TO THE BOARD OF DIRECTORS AND EXECUTIVE OF THE QUEBEC ENGLISH SCHOOL BOARDS ASSOCIATION (QESBA)

IT IS MOVED by Commissioner Craig, seconded by Commissioner Horrell, that Commissioner Capobianco Skipworth be nominated to the Board of Directors of the Quebec English School Boards Association and that Chairman Dan Lamoureux sit on the Executive of QESBA.

UNANIMOUS

Resolution MR297-20141216

AUTHORIZATION FOR SUPPLEMENTARY WORK FOR THE COMPLETION OF THE CONSTRUCTION OF FIVE (5) CLASSROOMS AND A GYMNASIUM AT ST. JOHNS SCHOOL

WHEREAS Riverside School Board adopted resolution MR283-20140527 awarding a contract for the addition of five (5) classrooms and a new gymnasium at St. Johns School in Saint-Jean-sur-Richelieu in the amount of \$3,211,000 before taxes;

WHEREAS it was imperative to develop a concept whereby the cost would not exceed the maximum amount allocated by the MELS. Had the maximum allocation been exceeded, this would have required the payment of an indemnity, redoing the tendering process and put a significant strain on the short construction timeline;

WHEREAS as a precaution, after discussion and analysis of budgetary estimates, the professionals and the board reduced generally accepted practices in use for outdoor layout and landscaping from optimal to acceptable;

WHEREAS interest in this project resulted in strong competition between bidders and the amount submitted was lower than expected;

WHEREAS most of the construction is now done with just under \$100,000 of contingencies managed within the Director General's delegation. As a result, monies remain available within the MELS' allocation for this project which may be used to complete the exterior work that still remains, in keeping with MELS' standards for such projects;

WHEREAS this resolution was reviewed and is supported by the Audit (Finance & Material Resources) Committee;

IT IS MOVED by Commissioner Chouinard, seconded by Commissioner Horrell, that the Council of Commissioners authorize the Director General to spend a maximum of \$400,000.00 before taxes over and above his regular delegation in order to complete the project according to generally accepted trade practices for a new MELS' construction.

UNANIMOUS

Resolution B519-20141216

ADOPTION OF THE ANNUAL REPORT FOR 2013-2014

IT IS MOVED by Commissioner Craig, seconded by Commissioner Rayes, that the Annual Report for 2013-2014 be adopted.

UNANIMOUS

Resolution B520-20141206

ADOPTION OF THE MANDATE OF THE GOVERNANCE AND ETHICS COMMITTEE FOR 2014-2015

IT IS MOVED by Commissioner Cuffling, seconded by Commissioner Horrell, that the mandate presented by the Governance and Ethics Committee be adopted as amended and that a copy be appended to these minutes.

OTHER BUSINESS

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

ROUND OF APPLAUSE

- The Secretary General thanked those commissioners who had sent her their reports in advance of the meeting saying that it was a time-saver in terms of drafting the Minutes.
- Commissioner Capobianco reported that she and Commissioner Morrison attended the Santa Claus breakfast at Mountainview School. She also offered her best wishes to all for a healthy and happy Holiday Season.
- Commissioner Cuffling reported that she attended the ribbon-cutting at St. Johns for the 5 new classrooms and gymnasium. She also attended the HRHS academic awards along with commissioners Smyth and Gour
- Commissioner Gour mentioned that parents at the HRHS academic awards were gratified that commissioners were present.
- Commissioner Aguiar reported that St. Mary's School in collaboration with many hands from the community had provided for 22 families for the Holiday Season. The spirit of giving was amazing.
- Commissioner Butler reported that the number of families in need had dropped to 26 and 80 children. The students held food and clothing drives and were involved with Dans la Rue.
- Commissioner Dumont suggested that a committee might be struck to identify needy families and arrangements be made to ensure that every child receives a new toy for Christmas.
- The Secretary General noted that the Board Office staff also donates generously to a food and clothing drive that benefits families on our territory.

CLOSING:

IT WAS MOVED by Commissioner Chouinard, seconded by Commissioner Aguiar, at 9:05 p.m., that the meeting be closed.

UNANIMOUS

Dan Lamoureux, Chairman

Denise Paulson, Secretary General

Members are hereby convened to a **regular** meeting on
Tuesday, December 16, 2014 at 7:30 p.m. at the Administration Centre
7525 chemin de Chambly, St. Hubert, QC

AGENDA – REGULAR MEETING

1. Call to Order and Quorum
2. Adoption of the Agenda
3. Approval of Minutes
 - 3.1 Adoption of the Minutes of the meeting of November 11, 2014
 - 3.2 Business arising from the Minutes of the meeting of November 11, 2014
 - 3.3 Adoption of the Minutes of the Special meeting of November 25, 2014
 - 3.4 Business arising from the Minutes of the Special meeting of November 25, 2014
4. Questions from the Public – 30 minutes (art. 168 EA)
5. Chairman's Remarks
6. Director General's Remarks
7. Parent Committee Report
8. Committee Reports
 - 8.1 Executive
 - 8.2 Transportation
 - 8.3 Education
 - 8.4 Audit (Finance/Mat Resources)
 - 8.5 Governance and Ethics
 - 8.6 Human Resources
 - 8.7 Marketing and Communications
 - 8.8 Q.E.S.B.A.
9. Resolutions
 - RSB Position Statement re: Mergers
 - Composition of the DG Liaison Committee
 - Deposit of Financial Statement 2013-2014
 - Election of representatives to the Board of Directors and Executive of QESBA
 - Authorization of Supplementary work at St. Johns
 - Adoption of 2013-2014 Annual Report
 - Adoption of Governance and Ethics Mandate
10. Correspondence
11. Other Business
12. Questions from the Public – 20 minutes
13. Bravos (2 minutes per member)
14. Date of Next Regular Meeting: **January 20, 2015 at 7:30**
15. Close of Meeting

Given at St. Hubert, Québec, on December 11, 2014

Denise Paulson, Secretary General

GOVERNANCE & ETHICS COMMITTEE MANDATE

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

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

General Mandate (Article 193.1EA)

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

The following elements are also included in the mandate:

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

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

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

- To make recommendations to Council on the following:
 - Development of the Code of Ethics and Professional Conduct
 - Changes, corrections or clarifications to be made to the Code of Ethics
 - Appointment of the persons responsible for applying the Code of Ethics
 - Remuneration to be paid to the persons responsible for applying the Code of Ethics
 - Report on matters related to the Code of Ethics as required by the Education Act or as mandated by Council.
 - Promote the Code of Ethics and Professional Conduct and its principles at Council level.
 - Develop a procedure regarding a potential conflict of interest involving a commissioner.

In terms of Professional Development: (article 177.3 EA)

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

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

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

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

Adopted by the Governance and Ethics Committee on December 2, 2014

Adopted by the Council of Commissioners on December 16, 2014