

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 January 20, 2015.

The Secretary General established that quorum was met and Chairman Dan Lamoureux, called the meeting to order at 7:40 p.m.

COMMISSIONERS PRESENT:

P. Booth Morrison	C. Horrell
D. Butler	D. Lamoureux
A. Capobianco Skipworth	A. Mazur
C. Craig	D. Smith
H. Dumont	D. Smyth
M. Gour	

Parent Commissioners

T. Aguiar
P. Chouinard
M. Rayes
L. Rodrigues

Regrets: L. Llewelyn Cuffling

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

Presence noted

E. Gillies Poitras, C. Lauzier, D. Fournier, D. Lebeau

ADOPTION OF THE AGENDA:

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

UNANIMOUS

ADOPTION OF THE MINUTES OF THE MEETING HELD ON DECEMBER 16, 2014

IT IS MOVED by Commissioner Craig, seconded by Commissioner Aguiar, that the Minutes of the meeting held on December 16, 2014 be adopted.

UNANIMOUS

BUSINESS ARISING FROM THE MINUTES

The Director General followed up:

- None

CHAIRMAN AND DIRECTOR GENERAL

Chair's report – D. Lamoureux

Attended:

January 5th – RSB Parents Committee
January 12th – MRC Meeting
January 13th - Human Resources
January 16th – Quebec English School Boards Association

Director General's report – S. Racette

TOPICS THAT REQUIRED SPECIAL ATTENTION

Since the last Council meeting, in accordance with the policy, there were 4 expulsions; 3 from Centennial and 1 from Heritage; 3 for theft and 1 for violence.

MEETINGS AND EVENTS

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

THINGS YOU SHOULD KNOW

- › Vincent Leblond, grade 4 student at St. Johns School, passed away January 2nd after a brave battle with cancer. We offer our heartfelt sympathies to his family.
- › Bill 15: An Act respecting workforce management and control
- › Diesel fuel in the water
- › MELS Strategic plan
- › William Latter – School closure due to cold weather
- › Mountainview – Letter to City of Otterburn Park
- › Mexico mission for International students. Last year = 2000\$ trip, 13 students, 195 000\$ revenue

HATS OFF

- To Sophie Compagna and her school community for the successful integration of the LINKS class at St. Mary's School.
- To Roxanne McNeil on the birth of her son, William, on January 2nd. Mommy and baby are doing well.
- To Sandra Scandar, Denise Schelhase and Khurram Mirza, teachers at HRHS. A letter of commendation was received from their principal, Kim Barnes for their cooperation, insight and dedication in leading challenging students to success.

Parents' Committee: M. Rayes

The RSB Parent Committee ("the committee") met on January 5th 2015. In addition to the parent representatives, Dan Lamoureux (RSB Chair-person) and Pierre Farmer (ADG and Director of Material Resources) were also in attendance.

The following subjects were discussed:

1) Review of the Planning Document for consultation

The committee identified the need for a few minor modifications to the document which the Chair has communicated to the Secretary General.

2) EPCA

Pierre Chouinard (President of EPCA) provided an overview of EPCA's mission and philosophy.

3) Proposed School Board Mergers

Dan Lamoureux provided a brief update on the current discussions taking place regarding the mergers and fielded questions from the committee members.

The committee Chair advised us of a letter to the Minister of Education (on the topic of the proposed mergers) that is being drafted on behalf of the Parent Committees of the English school boards. The committee members agreed that we will review the letter prior to it being sent to Minister Bolduc.

4) Technology In Schools

The committee discussed how technology (i.e.: smart phones and tablets) are being used in the schools and what is considered appropriate and responsible usage. Comments were made on

how far the school board's policy on technology should reach. It was determined that the decisions on appropriate use of technology should be left to the discretion of each individual school as well as the parents.

High school parent representatives were asked to discuss student personal technology usage at their Governing Boards and relay their findings back to the committee.

The next Parent Committee meeting is scheduled for February 2nd 2015 at 7:00.

Special Needs Advisory Committee:

L. Rodrigues

No report. Next meeting is February 9, 2015

REPORTS (non-voting items only)

Executive – D. Lamoureux

No report. The next meeting will be held on February 2, 2015.

Transportation Advisory – L. Cuffling

The Transportation Advisory Committee met on January 13, 2015.

The following items were reviewed:

- The Financial report of 2013-2014 as well as the Budget for 2014-2015.
- An update on the new Geobus software being used by the Transportation department
- Autism awareness training given by 'Giant Steps' for the drivers of Berlines, that are used to transport Special Needs students
- Bullying awareness training given to school bus drivers. This was a 6-hour course, given on pedagogical days
- The objectives of the Transportation department for 2014-2015, including a review of the safety methods for drop off and pick up at each school.
- The impact on Riverside of the MELS declining subsidy for transportation for private schools.
- The impact of school board mergers on transportation
- The renewal of the contract for Berlines
- The next meeting of TAC is tentatively March 17th.

Education – No report. Next meeting is January 26, 2015.

Audit, Finance and Material Resources: P. Morrison

- Meeting today at 6 :30 p.m.
- Reviewed 2013-2014 budget.
- Looked at proposed recovery plan.
- Revised budget and recovery plan to be discussed at work session.

Governance and Ethics – L. Cuffling

The G&E Committee did not meet in January. The next meeting will be held on February 3rd.

Human Resources –

The HR Committee met on January 13 to receive reports from the Calendar committee on the proposed Youth calendar for which there is a resolution before us tonight. The committee supports the resolution.

The Committee also received the proposed Regroupment plans for the elementary, secondary and adult education sectors for which there are resolutions before us this evening. The Committee supports the

resolutions.

The next meeting is scheduled for February 24.

QESBA – A. Capobianco-Skipworth

The QESBA Board of Directors meeting took place on Friday January 15, 2015.

It was the first meeting since the recent school elections and was hosted by the Lester B Pearson School Board.

Many topics were discussed including a meeting with Dr. Yves Bolduc Minister of Education. (our chair will address council with the issues discussed)

- We started the meeting by electing Stephen Burke as Vice President of the association. Stephen is also chair of CQSB. Congratulations to Mr Burke.
- Sub-committee for QESBA lease – close to budget
- Financials for past year discussed. Reports submitted : within budget parameters (Vice President has been added to sign cheques)
- Committees: I am requesting to join Communications and PD
- PD: due to St Patrick's Day festivities in Montreal as well as Quebec City over 2 weekends we have altered PD session date. TBA : will focus on newly elected commissioners and parent commissioners
- Spring Conference will take place from May 21-23 at the Hilton in QC.
- Early bird registration ends March 16th.

Next meeting will take place during PD session unless emergency meeting needed due to merger announcements

NEW BUSINESS

Resolution B521-20150120

DEPOSIT FOR CONSULTATION OF THE MODIFICATION TO THE POLICY ON THE REIMBURSEMENT OF EXPENSES

WHEREAS the Education Act was modified by Bill 88 and the Chair of Council also sits as Chair of the Executive;

IT IS MOVED by Commissioner Chouinard, seconded by Commissioner Gour, that the modifications to the Policy on the Reimbursement of Expenses be deposited for consultation, which will run from January 21st to February 12, 2015.

UNANIMOUS

Resolution E130-20150120

APPROVAL TO REQUEST A NAME CHANGE FOR CHAMBLY ACADEMY

WHEREAS, on October 14, 2014, the Governing Board of Chambly Academy adopted unanimously a resolution to change the name of Chambly Academy to Académie Internationale de Saint-Lambert/St. Lambert International Academy;

IT IS MOVED by Commissioner Smith, seconded by Commissioner Rayes that the Council of Commissioners of Riverside School Board support the request to change the name of the school and that the new name take effect as of July 1, 2015.

UNANIMOUS

Resolution B522-20150120

ADOPTION OF THE PLANNING DOCUMENT'S PROGRAMS AND SCHOOL ZONES

WHEREAS the required consultation has been completed and feedback has been reviewed;

IT IS MOVED by Commissioner Rodrigues, seconded by Commissioner Capobianco Skipworth, that the Planning Document's "Programs and School Zones" be adopted as amended.

OPPOSED 1 (Commissioner Dumont)
CARRIED

Resolution F163-20150120

ADOPTION OF THE MANDATE OF THE AUDIT, FINANCE AND MATERIAL RESOURCES COMMITTEE FOR 2014-2015

IT IS MOVED by Commissioner Chouinard, seconded by Commissioner Rayes, that the mandate presented by the Audit, Finance and Material Resources Committee be adopted and that a copy be appended to these minutes.

UNANIMOUS

Resolution HR401-20150120

REGROUPMENT PLAN FOR ELEMENTARY AND SECONDARY EDUCATION

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

IT IS MOVED by Commissioner Smyth, seconded by Commissioner Gour, that the Council of Commissioners adopts the "Regroupment Plan for Teachers for 2015-2016, for the purpose of identifying the teachers to be declared excess, placed on availability or non-reengaged because of surplus", which has been prepared according to the provisions of Appendix II of the 2010-2015 teachers' Collective Agreement;

FURTHERMORE, that a copy of these plans be filed with and made a part of the official copy of the minutes of the proceedings of this meeting.

UNANIMOUS

Resolution HR402-20150120

REGROUPMENT PLAN FOR ADULT EDUCATION (GENERAL AND VOCATIONAL)

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

IT IS MOVED by Commissioner Smith, seconded by Commissioner Mazur, that the Council of Commissioners adopt the "Regroupment Plan for teachers in Adult Education (General and Vocational) for 2015-2016, for the purpose of identifying the teachers to be declared excess, placed on availability or non-reengaged because of surplus", which has been prepared according to the provisions of Appendix III of the 2010-2015 teachers' Collective Agreement;

FURTHERMORE, that a copy of this plan be filed with and made a part of the official copy of the minutes of the proceedings of this meeting.

UNANIMOUS

Resolution HR403-20150120

SCHOOL CALENDAR 2015-2016: YOUTH SECTOR

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

IT IS MOVED BY Commissioner Smyth, seconded by Commissioner Rodrigues that the youth sector calendar for 2015-2016 be received for consultation, which will run from January 21st until February 12, 2015.

UNANIMOUS

Resolution E131-20150120

AFFILIATION WITH “RÉSEAU DE SPORT ÉTUDIANT DU QUÉBEC EN MONTÉRÉGIE”

IT IS MOVED by Commissioner Craig, seconded by Commissioner Aguiar, that Riverside School Board pay the affiliation cost of a fixed amount of \$350 plus 21 cents for elementary students and 22 cents for secondary students enrolled at Riverside School Board, based on the enrolment as at September 30 of the current school year; and

THAT such an affiliation indicates that Riverside School Board recognizes the aims of *the Réseau de sport étudiant du Québec en Montérégie* in accordance with their letters patent.

UNANIMOUS

Resolution E132-20150120

NOMINATION TO THE “RÉSEAU DE SPORT ÉTUDIANT DU QUÉBEC EN MONTÉRÉGIE ”

IT IS MOVED by Commissioner Butler seconded by Commissioner Smyth, that Riverside School Board nominate:

- **Paul Enros**, Education Consultant
as delegate to the “*Réseau de sport étudiant du Québec en Montérégie*”;

THAT the mandate of this delegate be in relation to the program of activities for 2014-2015 as submitted by the “*Réseau de sport étudiant du Québec en Montérégie*”;and

THAT, to this end, he be officially mandated to participate in the decision-making process of said *réseau* with the four (4) votes allocated to RSB and follow up with any decisions made, in accordance with the procedures established by Council.

UNANIMOUS

Resolution E133-20150120

APPROVAL OF A SERVICE CONTRACT IN ACCORDANCE WITH LAW 15: AN ACT RESPECTING WORKFORCE MANAGEMENT AND CONTROL

WHEREAS a grant of \$48,000.00 was accorded to Riverside School Board by the CRÉ de Longueuil for a specific project;

WHEREAS the project entails engaging the services of a student placement coordinator who will work with school staff to identify 50 secondary 4 students who are at risk or are unmotivated, to participate in a job-shadowing experience;

WHEREAS Law 15 was adopted on December 15, 2014, and requires that all service contracts, if Council has not delegated the task to the Executive or the Director General, be approved by the CEO, which, in the case of school boards, is the Council of Commissioners;

IT IS MOVED by Commissioner Craig, seconded by Commissioner Smith, that the service contract between Riverside School Board and Marie-Pier Elias be approved and that the Chairman sign the contract on behalf of the Council, its term being from January 19 to June 30, 2015.

UNANIMOUS

OTHER BUSINESS

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

PUBLIC QUESTIONS :

Mr. D. Lebeau asked what courses would be offered at the ACCESS Queen in September. The response was: the same as now.

ROUND OF APPLAUSE

- Commissioner Capobianco Skipworth congratulated the Chairman who represented Riverside

School Board very well at the QESBA on January 17th which was attended by the Minister of Education, Yves Bolduc. She also invited everyone to the upcoming fundraiser – a cabaret night - at Mountainview on February 21st.

- Commissioner Horrell spoke proudly of the Open House held at Boucherville. He feels that the school has become an integral part of the community. The student choir was present to greet visitors. Approximately 24 families visited. He also wished to acknowledge the collaboration of Mr. Boulet from the City of St. Bruno who delivered a dozen cases of water to Courtland Park School last week.
- Commissioner Gour extended kudos to Kathleen Balfour on her post-election report, which showed great insight. Council should support her recommendations in a resolution.
- Commissioner Rayes congratulated St. Lambert Elementary and St. Jude School for their exchanges with 3 families who were considering private school. As a result of visiting the schools, there will be 4 new Riverside students
- Commissioner Rodrigues thanked Mrs. Gillies Poitras for the warm welcome she received when she visited Good Shepherd School and also mentioned that she felt that she had a great staff.
- Commissioner Smyth thanked Colleen Lauzier for welcoming him to St. Lawrence as the new commissioner. Attended a pancake breakfast where 548 children were fed.
- Commissioner Mazur visited Good Shepherd and St. Jude schools – kudos to all.
- Chairman Lamoureux thanked the Secretary General for her assistance in preparing the remarks that he presented on January 17th. He also offered kudos to all members of Council for pulling together so well during the first months of their mandate.

CLOSING:

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

UNANIMOUS

Dan Lamoureux, Chairman

Denise Paulson, Secretary General

CORRESPONDENCE - RIVERSIDE SCHOOL BOARD
 2015-01-20

<i>FROM</i>	<i>TYPE</i>	<i>SUBJECT</i>	
Alexander Okapuu-von-Veh, Home owner	Letter to the Chairman	Taxes	
Yves Bolduc, MELS	Letter to the Chairman	Representative vacant	post

2015-2016

<p><u>PLAN DE REGROUPEMENT - PRIMAIRE</u> <u>REGROUPEMENT PLAN - ELEMENTARY</u></p>

INSTRUCTION GIVEN IN ENGLISH

Dance
Drama
General Subjects
Music
Physical Education and Health
Special Education
Visual Arts

INSTRUCTION GIVEN IN FRENCH

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

2015-2016

PLAN DE REGROUPEMENT - SECONDAIRE
REGROUPEMENT PLAN - SECONDARY

INSTRUCTION GIVEN IN ENGLISH

Computer Sciences

Dance

Drama

English Language Arts

Ethics and Religious Culture

Guidance

Human Sciences

Home Economics

Mathematics

Music

Physical Education and Health

POP (Personal Orientation Project)

Science and Technology

Special Education

Visual Arts

INSTRUCTION GIVEN IN ANOTHER LANGUAGE

Éthique

Français

French Second Language

Sciences et technologie

Sciences humaines

Spanish

2015-2016

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

Computer Sciences
English Language Arts
English Second Language
French Second Language
Human Sciences
Mathematics
Natural Sciences
Personal & Social Development
Physical Education
Resource
Social Integration
Socio vocational Integration
Spanish
Visual Arts

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

Accounting
Secretarial Studies
Starting a Business
Health Care
Masonry - Bricklaying
Pharmacy Technical Assistance
Professional Sales
Stationary Engineering



AUDIT (FINANCE AND MATERIAL RESOURCES) COMMITTEE MANDATE 2014-2015

Art 193.1 of the Educational Act: The audit committee shall, among other things, assist the commissioners in seeing to the establishment of internal control mechanisms and the optimal use of the school board's resources. The committee must secure the assistance of at least one person who has competency in accounting or financial matters.

Art 195 of the Educational Act: The committees shall establish their rules of internal procedure. The rules shall provide for at least three sittings every school year.

The mandate includes the review and recommendation to the Council of Commissioners regarding issues specifically referred by Council:

Audit Functions:

External Audit

- The mandate of the external auditors;
- The selection of the external auditor to the Council of Commissioners;
- The review of the audit plans;
- Any matters that impairs the conduct of the external audit;
- The annual audited financial statements, including the auditor's report and the memorandum of findings and recommendations;
- The acceptance of the annual audit report;
- Assisting Council in interpreting such documents;
- The implementation of the external auditor's recommendations;
- The corrective action plan developed by the Board and its implementation;

Internal Control

- The appointment, if deemed needed, of an internal auditor;
- The oversight of the internal controls, including reviewing the annual plan to ensure that high risk areas and key control activities are periodically evaluated and tested and reviewing the results of internal audit controlled activities;
- Significant recommendations and findings of the internal control;

Finance Functions:

- Financial reports quarterly and annually, including budgets and forecasts of year-end results;
- Changes in accounting principles and internal control;
- Any situation that could have a material effect on the financial position of the Board;
- The acquisition and use of the financial resources of the School Board, schools and centers;
- Financial advice or information in support of educational and/or operations proposals that require funds or economic analysis and make recommendations to Council.
- The budgets and financial statements that are provided accurately reflect the activity and performance of the financial resources of the School Board, its schools and centers and make recommendations to Council;
- The compliance with bylaws and policies as they relate to the financial matters of the Board;

- Follow-up of the recuperation plan.

Material Resources and safe school:

- Major building projects to be included in the five-year plan;
- Hiring of professionals related to major building projects as governed by the “Law and regulation on contracts of public bodies” (LCOP);
- Financial control and implementation of building modifications and extra expenditures of more than \$25,000 not delegated by council relative to the application of the LCOP;
- Other significant Material Resources such as Physical health and safety, land sales, major rentals or service contracts;

Approved by the **Audit (Finance and Material Resources)** Committee on December 2th, 2014.

Adopted by Council on January 20, 2015.