

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 March 17, 2015.

The Secretary General established that quorum was met and Chairman Dan Lamoureux, called the meeting to order at 7:34 p.m.

COMMISSIONERS PRESENT:

P. Booth Morrison	M. Gour
D. Butler	C. Horrell
A. Capobianco Skipworth	D. Lamoureux
C. Craig	L. Llewelyn Cuffling
H. Dumont	A. Mazur

Parent Commissioners

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

Regrets: D. Smith, D. Smyth

Also present

Sylvain Racette, Director General
Pierre Farmer, Assistant 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

A. Audet, D. Fournier, S. Lapointe, S. LeSueur, C. Trotéchaud and teachers Adam Velin (Heritage) and Laurent Boulanger (CPI)

ADOPTION OF THE AGENDA

IT IS MOVED by Commissioner Chouinard, and seconded by Commissioner Horrell, 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 FEBRUARY 17, 2015

IT IS MOVED by Commissioner Rodrigues, seconded by Commissioner Mazur, that the Minutes of the meeting held on February 17, 2015, be adopted.

UNANIMOUS

BUSINESS ARISING FROM THE MINUTES

The Director General followed up: None

CHAIRMAN AND DIRECTOR GENERAL

PUBLIC QUESTIONS :

- S. LeSueur had teachers track their workload and they already do more than the government's proposal of 35 hours. Teachers are very insulted by the offer on the table. Contract ends at the end of March.
- M. Gour asked about free courses at ACCESS

Chair's report – D. Lamoureux

- Feb. 18th - Interview on CBC Newsworld re: student searches for drugs.
- Feb. 20th - Attended St. Lambert Elementary Kids Cup.
- Feb. 24th - Visited John Adam and St. Lawrence Schools.
- Attended Finance and Material Resources Committee.
- Feb. 26th - Attended Harold Napper Governing Board.
- Feb. 27th - Visited Good Shepherd School.
- March 9th - Attended RSB Parents' Committee.
- March 10th - Visited Greenfield Park International School.
- March 16th - Visited St. Jude School.
- March 17th - Meeting with New Frontiers and Eastern Townships School Board re: Vocational Education and International Students.

No news on mergers. QESBA is still waiting to meet with the new minister. In the meantime, Chairs and DG's agreed to continue to move forward with their shared projects. They will meet again in April.

Director General's report – S. Racette

TOPICS THAT REQUIRED SPECIAL ATTENTION

Since the last Council meeting there was one expulsion from Centennial for possession of drugs.

MEETINGS AND EVENTS

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

UPCOMING:

- › March 30th – Open House - ACCESS Guimond Automobile Mechanics Program

THINGS COUNCIL SHOULD KNOW

- › The Voc. Ed programs, Transport par camion and Trucking, were not approved as permanent programs because the need is not sufficient at the moment
- › Heritage bus 347 accident on February 5th
- › Implementation of BYOD (Bring your own device) at Centennial
- › Measure on optimization - \$142,5000 (fiber optic with NFSB)
- › Tuition-free evening classes are being offered at ACCESS
- › Many career interviews were held with administrators. This process will be finished by the end of March.
- › Health Minister, Mr. Barrette, will be at Harold Napper School next Monday during the presentation of a cheque for the Défi Pierre Lavoie. This was organized by the City of Brossard.
- › The conditional pedagogical day on April 27 at REACH will be replaced by another date later in the year to accommodate their participation in the Défi Sportif.
- › July 20th to July 31st is the School Board summer shut down.

HATS OFF

- › To the staff and students at St. Jude School for their participation in the Science Fair.
- › To Meagan Hawes, PACE graduate, currently at ACCESS, for her presentation at the Parents' Committee. She really is an inspiration!
- › To Brian Peddar, RVCLC Coordinator, for collaborating with the Otterburn Park FADOQ, a seniors' organization, to offer an initiation to computers course. Since the FADOQ received a \$14,250 grant, they have promised to collaborate on other projects in the future.
- › To Melanie Authier, former Chambly Academy student (class of '97), who had the honour of meeting Queen Elizabeth since one of her paintings is now hung at the newly-refurbished Canada House in London, England.
- › To Commissioner Lesley Llewelyn Cuffling who appeared on the front page of the Courier du Sud newspaper as part of an article on "Women in Power".
- › To Erin Baldock and Simon Bélanger, HRHS teachers, for their involvement and dedication to coordinating and implementing the CFER Program at HRHS and for presenting this program to administrators and teachers from Billings, Galt, Massey Vanier, and Centennial. We join Carol Marriott in congratulating you on a great presentation!
- › To Martine Tremblay for continuously feeding our Facebook Page and Twitter and for her success in reaching many people. Our post regarding student searches reached 2,510 people!
- › The Mountainview Theatre troop including our very own Commissioner Capobianco for their February 21 performance!! The packed audience was entertained, all for a good cause!
- › To Centennial, Chambly Academy and Heritage for their Happy Dance videos being posted on the CRÉ Facebook page promoting school initiatives. Chambly Academy's "Dear Sec 2 Me" video was also highlighted.

The Director General offered condolences on behalf of the Board to Commissioner Dumont who recently lost her mother.

Parents' Committee: M. Rayes

The Parent Committee meeting was held on March 9th. In addition to the members, others in attendance were:

- Sylvain Racette, Director General
- Dan Lamoureux, Chairman
- Lesley Cuffling, Vice-Chairman
- Lori Rodrigues, Commissioner from Special Needs Advisory Committee

Discussion topics included:

- Update on letters to MNAs from the schools opposing mergers
- Adoption of motion in support of the continuation of the GPPI project
- Clarification from the Director General on the consultation process for the 2015/16 youth calendar
- Potential overcrowding in certain Riverside schools
- Process related to the communication regarding emergency school closures

The next meeting will be held on April 13th, 2015.

Special Needs Advisory Committee: L. Rodrigues

No report. Next meeting is on April 8, 2015.

REACH is doing a fundraiser on March 28, 2015.

REPORTS (non-voting items only)

Executive – D. Lamoureux

- No report. Next meeting is on April 7, 2015.

Transportation Advisory – L. Cuffling

No report. Next meeting is on April 1 2015.

Education – No report. Next meeting is on March 23, 2015

Audit (Finance/Material Resources)

- Met on February 24
- Reviewed building capacity
- Agreed current proposal for the John Adam rest area is not beneficial to school
- Discussed vermiculite situation at GPI
- Reviewed resolutions before Council tonight
- Looked at renewal of Telus contract
- Audit, Finance and Material Resource committee will oversee Council's budget at end of meeting with commissioners only present.
- Input from AQCS for changes to the Policy on Reimbursement of Expenses were not retained
- Reviewed extract of "traffic"
- Resolution before Council tonight re Clic Revenu
- Next meeting to be held March 24, 7:30

Governance and Ethics – L. Cuffling

- No report. Next meeting is on April 7, 2015.

Human Resources – H. Dumont

- No report. No meeting in February but did consult on calendar. Next meeting is on March 24th at 6:30.

Marketing and Communications- C. Craig

- No report. Next meeting is on March 24th at 6 :30 p.m.

QESBA – A. Capobianco

No report. All commissioners are encouraged to attend Spring Conference May 21 – 23. Applications must be in by April 15th.

NEW BUSINESS

Resolution F164-20150317

REQUEST FOR A ONE-YEAR EXTENSION TO THE BANKING SERVICES CONTRACT ENDING ON JUNE 30, 2015.

WHEREAS The Ministry of Education, Recreation and Sport has announced its intention to merge Quebec School Boards, including Riverside School Board.

WHEREAS the National Bank of Canada has supplied banking services for the period starting from July 1, 2010 and ending on June 30, 2015.

WHEREAS according to our purchasing policy, a call for tender to renew our banking services should be prepared for June 30, 2015.

WHEREAS in consideration of possible mergers and after consulting with and obtaining recommendations from the Directors Council Meeting (DCM) and the Audit (Finance & Material Resources) Committee

IT IS MOVED by Commissioner Rodrigues, seconded by Commissioner Chouinard, to renew for one additional year the offer of services from the National Bank from July 1, 2015 to June 30, 2016.

UNANIMOUS

Resolution F165-20150317

ADOPTION OF POLICY ON THE REIMBURSEMENT OF EXPENSES

WHEREAS the proposed Policy on the Reimbursement of Expenses has been the subject of consultation throughout the Riverside community;

WHEREAS the Audit (Finance and Material Resources) Committee has reviewed the feedback received;

IT IS MOVED by Commissioner Cuffling, seconded by Commissioner Mazur, that the attached Policy be adopted as amended and that a copy be appended to these minutes.

UNANIMOUS

Resolution F166-20150317

DESIGNATION OF AN AUTHORIZED REPRESENTATIVE FOR ELECTRONIC SERVICES “CLIC REVENUE” OF THE MINISTRY OF REVENUE OF QUÉBEC

WHEREAS we are required to designate an authorized representative for the electronic services Clic Revenue of the Ministry of Revenue of Quebec;

WHEREAS the Ministry of Revenue requires that a resolution be adopted by the Council of Commissioners officially designating the authorized representative of Riverside School Board;

IT IS MOVED by Commissioner Cuffling, seconded by Commissioner Capobianco Skipworth, to appoint Mrs. Suzanne Lamoureux, Assistant Director of Finance, as the authorized representative for the electronic services Clic Revenue of the Ministry of Revenue of Québec.

UNANIMOUS

Resolution B527-20150317
RESOLUTION OF SUPPORT FOR THE POST-ELECTION REPORT SUBMITTED BY THE RETURNING OFFICER, MRS. K. BALFOUR

WHEREAS Mrs. Kathleen Balfour, Returning Officer for Riverside School Board, made recommendations in her post-election report which was submitted to this Council of Commissioners;

IT IS MOVED by Commissioner Gour, seconded by Commissioner Morrison, that the *Directeur général des élections* (DGE) be advised that Riverside School Board supports the recommendations made by Mrs. Balfour and encourages the DGE to implement them prior to the next school board elections.

UNANIMOUS

Resolution HR407-20150317-20150317
DEPOSIT FOR CONSULTATION OF THE 2016-2017 SCHOOL CALENDAR

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

IT IS MOVED BY Commissioner Capobianco Skipworth, seconded by Commissioner Aguiar, that the attached Youth sector 2016-2017 school calendar identifying only vacation periods and school year beginning and ending dates be received for consultation for the period from March 18 to April 14, 2015.

UNANIMOUS

Resolution HR408-20150317
ADOPTION OF THE 2015-2016 SCHOOL CALENDAR FOR GREENFIELD PARK INTERNATIONAL SCHOOL

IT IS MOVED by Commissioner Butler, seconded by Commissioner Rayes, that the proposed 2015-2016 school calendar for Greenfield Park International School be adopted as presented.

UNANIMOUS

Resolution HR409-20150317
DEPOSIT FOR CONSULTATION OF THE 2015-2016 SCHOOL CALENDARS FOR THE ADULT EDUCATION AND VOCATIONAL EDUCATION CENTRES

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

IT IS MOVED by Commissioner Rodrigues, seconded by Commissioner Dumont, that the 2015-2016 school calendars for the Adult Education and the Vocational Education Centres be received for consultation for the period from March 18 to April 14, 2015.

UNANIMOUS

Resolution HR410-20150317

CORRECTION TO RESOLUTION HR405-20150217: RESIGNATION OF AN ADMINISTRATOR

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

IT IS MOVED BY Commissioner Chouinard, seconded by Commissioner Capobianco Skipworth, that the effective date of retirement of Elizabeth Gillies-Poitras, Principal at Good Shepherd School, be corrected to September 14, 2015 rather than June 30, 2015.

UNANIMOUS

Resolution E134-20150317

MODIFICATION TO RESOLUTION E130-20150120: CHAMBLY ACADEMY NAME CHANGE

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;

WHEREAS Council adopted Resolution E130-20150120 supporting the request;

WHEREAS the Commission de toponymie has refused permission to use the word 'Academy' stating that its use is reserved for the Arts;

WHEREAS the Governing Board of Chambly Academy supports the name change of Chambly Academy to: **École secondaire internationale de Saint-Lambert / Saint-Lambert International High School**;

IT IS MOVED by Commissioner Aguiar, seconded by Commissioner Cuffling, 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 MR298-20150317

AWARDING OF A CONTRACT FOR THE PARTIAL ROOF AND WINDOW REPLACEMENT AT ROYAL CHARLES ELEMENTARY SCHOOL, IN ST. HUBERT

WHEREAS Riverside School Board has, through Resolution MR296-20140617, requested monies to proceed with the partial roof and window replacement at Royal Charles elementary school, in St. Hubert;

WHEREAS the MÉLS allocated monies to proceed with the partial roof and window replacement at Royal Charles Elementary School, in St. Hubert, within its "Maintien des bâtiments" and "Résorption du déficit d'entretien" measures;

WHEREAS a public call for tenders was received on February 27th, 2015 and results are as follows (prices before taxes):

Construction R.D.J. Inc.	\$200,700.00
Construction Brault Inc.	\$207,779.00
Les Couvertures St-Léonard Inc.	\$213,800.00
Couvertures Montréal-Nord Ltée	\$240,925.00
Axe Construction	\$241,000.00
Toitures Trois Étoiles Inc.	\$251,884.00

WHEREAS further to the analysis performed by the professional firm Normand Langlois Architecte, the lowest bidder in conformity has been recommended;

WHEREAS this project meets all requirements to qualify within the "Maintien des bâtiments" and "Résorption du déficit d'entretien" measures;

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

IT IS MOVED by Commissioner Horrell, seconded by Commissioner Mazur, that Riverside School Board accept, the recommendation of the professional firm, Normand Langlois Architecte, to award the contract for the partial roof and window replacement at Royal Charles elementary school, in St. Hubert, to the lowest bidder in conformity, Construction R.D.J. Inc. for the amount of \$200,700.00, excluding taxes, and that the Director General be authorized to sign the contract to that effect.

UNANIMOUS

Resolution MR299-20150317

AWARDING OF A CONTRACT FOR THE PARTIAL REPLACEMENT OF THE ROOF AT CHAMBLY ACADEMY IN ST. LAMBERT

WHEREAS Riverside School Board has, through Resolution MR296-20140617, requested monies to proceed with the partial roof replacement at Chambly Academy in St. Lambert;

WHEREAS a public call for tenders was received on February 20, 2015 and results are as follows (prices before taxes):

Les Entreprises Cloutier & Gagnon	\$351,812.00
Les Couvertures St-Léonard Inc	\$357,572.25
Couverture Montréal-Nord Ltée	\$366,684.02
Les Toitures Techni Toit (9165-1364 Québec Inc)	\$366,770.25
Toitures Trois Étoiles Inc.	\$457,163.59

WHEREAS further to the analysis performed by the professional firm Architecture Labbé et Associés, the lowest bidder in conformity has been recommended;

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

IT IS MOVED by Commissioner Cuffling, seconded by Commissioner Aguiar, that Riverside School Board accept the recommendation of the professional firm, Architecture Labbé et Associés, to award the contract for the partial replacement of the roof at Chambly Academy to the lowest bidder in conformity, Les Entreprises Cloutier & Gagnon (1988) Ltée, for the amount of \$351,812.00, excluding taxes, and that the Director General be authorized to sign the contract to that effect.

UNANIMOUS

Resolution MR300-20150317

AWARDING OF A CONTRACT FOR THE BOILER REPLACEMENT, AND WASHROOMS AND CEILINGS RENOVATION AT ACCESS ADULT EDUCATION AND CAREER TRAINING CENTER, ON QUEEN STREET IN ST-LAMBERT

WHEREAS Riverside School Board has, through Resolution MR296-20140617, requested monies to proceed with the boiler replacement, and washrooms and ceilings renovation at ACCESS Adult Education and Career Training Center, on Queen Street in St-Lambert;

WHEREAS the MÉLS allocated monies to proceed with the boiler replacement, and washrooms and ceilings renovation at ACCESS Adult Education and Career Training Center, on Queen street in St-Lambert, within its "Maintien des bâtiments" and "Résorption du déficit d'entretien" measures;

WHEREAS a public call for tenders was received on February 27th, 2015 and results are as follows (prices before taxes):

Constructions RDJ inc.	\$385,400.00
La Cie de Construction Relève inc.	\$394,000.00
Axe Construction inc.	\$442,000.00
Construction CPB inc.	\$455,162.00
AGL Construction inc.	\$483,345.00
M. W. Construction inc.	\$530,000.00

WHEREAS further to the analysis performed by the professional firm Architecture Labbé et Associées, the lowest bidder in conformity has been recommended;

WHEREAS this project meets all requirements to qualify within the “Maintien des bâtiments” and “Résorption du déficit d’entretien” measures;

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

IT IS MOVED by Commissioner Cuffling, seconded by Commissioner Chouinard, that Riverside School Board accept, the recommendation of the professional firm, Architecture Labbé et Associés, to award the contract for the boiler replacement, and washrooms and ceilings renovation at ACCESS Adult Education and Carrer Traning Center, on Queen street in St-Lambert; to the lowest bidder in conformity, Constructions R.D.J. Inc., for the amount of \$ 385,400.00, excluding taxes, and that the Director General be authorized to sign the contract to that effect.

UNANIMOUS

Resolution MR301-20150317

AWARDING OF A CONTRACT FOR THE PARTIAL REPLACEMENT OF THE MASONRY, PHASE VII, AT HERITAGE REGIONAL HIGH SCHOOL IN ST. HUBERT:

WHEREAS Riverside School Board has, through Resolution MR296-20140617, requested monies to proceed with the partial replacement of the masonry, Phase VII, at Heritage Regional High School;

WHEREAS the MÉLS allocated monies to proceed with the partial replacement of the masonry, Phase VII, at Heritage Regional High School, within its “Maintien des bâtiments” and “Résorption du déficit d’entretien” measures;

WHEREAS a public call for tenders was received on February 27th, 2015 and results are as follows (prices before taxes):

9207-2289 Balex Construction	\$423,000.00
Habitation Massar inc.	\$444,800.00
Axe Construction	\$568,174.69
La Cie construction Relève	\$574,000.00
Savite Construction inc.	\$576,675.00
Construction MB (2014) Maçonnerie	
Pro Conseil	\$607,320.00
Société générale de construction	\$666,000.00
Groupe Atwill-Morin	\$821,252.30

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

IT IS MOVED by Commissioner Rodrigues, seconded by Commissioner Chouinard, that Riverside School Board accept, the recommendation of the professional firm, Leclerc Architectes, to award the contract for the partial replacement of the masonry, Phase VII, at Heritage Regional High School, to the lowest bidder in conformity, 9207-2289 Balex Construction for the amount of \$423,000.00, excluding taxes, and that the Director General be authorized to sign the contract to that effect.

UNANIMOUS

OTHER BUSINESS

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

PUBLIC QUESTIONS :

- S. LeSueur asked if vermiculite has been found in any other of our schools Pierre Farmer responded that no, it had not.
- S. LeSueur asked about the mergers and said that teaching staff is concerned. He wanted to know if it was off the table for now. The Chairman answered that it is business as usual for now and we are waiting for more news. The Director General said that we are moving forward in areas of vocational education, international students.

ROUND OF APPLAUSE

- Commissioner Capobianco Skipworth asked about the painting. She praised Mountainview School and Brian Peddar's dedication to the Richelieu Valley CLC. The money raised at the fundraiser in which she took part was to upgrade the stage. Thanks to all for the great effort. She went to read at William Latter, which also happened to be Anti-Bullying Day.
- Commissioner Cuffling extended congratulations to St. Lambert Elementary on their annual Kids' Cup.
- Chairman Lamoureux offered his congratulations to St. Lambert as well. The event was very well supported by the community.
- Commissioner Aguiar informed everyone they should wear purple on March 26th to mark Epilepsy Awareness Day.
- The Director General reminded all commissioners to look at the Events in Schools section on our website.

CLOSING:

IT WAS MOVED by Commissioner Chouinard, and seconded by Commissioner Dumont, at 8:35, that the meeting be closed.

UNANIMOUS

Dan Lamoureux, Chairman

Denise Paulson, Secretary General



**CONSEIL DES COMMISSAIRES
COUNCIL OF COMMISSIONERS**

Members are hereby convened to a **regular** meeting on
Tuesday, March 17, 2015 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 February 17, 2015
 - 3.2 Business arising from the Minutes of the meeting of February 17, 2015
4. Questions from the Public – 30 minutes
5. Chairman's Remarks
6. Director General's Remarks
7. Parent Committee Report
8. Special Needs Advisory Report
9. Committee Reports
 - 9.1 Executive
 - 9.2 Transportation
 - 9.3 Education
 - 9.4 Audit (Finance/Mat Resources)
 - 9.5 Governance and Ethics
 - 9.6 Human Resources
 - 9.7 Marketing and Communications
 - 9.8 Q.E.S.B.A.
10. Resolutions
 - o Resolution to extend banking services for an additional year
 - o Adoption of policy on reimbursement of expenses
 - o Designation of an authorized representative for electronic services "clic secure"
 - o Resolution of Support for the Report deposited by the Returning Officer, Mrs. K. Balfour
 - o Deposit for consultation of the draft calendar for 2016-2017
 - o Adoption of the Greenfield Park International 2015-2016 calendar
 - o Deposit for consultation of the 2015-2016 calendars for adult & vocational education
 - o Correction to resolution HR405-20150217 (resignation date change)
 - o Correction to resolution E130-20150120 (Chambly Academy name change)
 - o Awarding of a contract for the partial roof and window replacement at Royal Charles elementary school, in St. Hubert
 - o Awarding of a contract for the partial replacement of the roof at Chambly Academy in St. Lambert
 - o Awarding of a contract for the boiler replacement, and washroom and ceiling renovations at ACCESS adult education and career training center, on Queen street in St-Lambert
 - o Awarding of a contract for the partial replacement of the masonry, phase VII, at Heritage Regional High School in St. Hubert
11. Correspondence
12. Other Business
13. Questions from the Public – 20 minutes
14. Bravos (2 minutes per member)
15. Date of Next Regular Meeting: **April 21, 2015 at 7:30**
16. Close of Meeting

Given at Saint-Hubert, Québec, on March 12, 2015

Denise Paulson, Secretary General



CORRESPONDENCE - RIVERSIDE SCHOOL BOARD
2015-03-17

<i>FROM</i>	<i>TYPE</i>	<i>SUBJECT</i>
Lawrence DePoe, Président QFHSA	Letter to the Chairman	Invitation

RIVERSIDE SCHOOL BOARD

Policy Name:	Policy on the Reimbursement of Expenses
Policy Number:	F165-20150317 replacing F160-20140916 replacing B402-20111115
Consultation Period:	2015-01-21 to 2015-02-12
Date Approved by Council:	2015-03-17
Date of Next Review:	3 years from approval by Council

Purpose

The present policy takes into consideration Quebec's Balanced Budget Act and aims at providing fair and adequate treatment of expenses (travelling, meals, accommodation and representation) incurred during the course of their duties by commissioners and all staff members of Riverside School Board.

Principles

The School Board acknowledges that any person expected to travel during the course of his/her duties is entitled to be reimbursed for all reasonable expenses actually incurred for that purpose, up to the maximum amounts adopted by Council and reviewed periodically.

It is both the intention and the duty of the School Board to achieve both effectiveness and saving wherever public funds administered by the School Board are involved. The School Board thus encourages shared accommodation and carpooling whenever such measures are feasible.

The School Board acknowledges also that limited and reasonable representation expenses may be incurred by its commissioners and senior personnel during the course of their duties.

The School Board reimburses only approved expenses that are accompanied by the supporting documents.

Exception

The present policy does not apply to homebound tutoring.

Definitions

To facilitate the understanding of the present policy, as well as its application, the following expressions are defined.

Approval:

Approval is the act of approving, the giving of formal or official sanction. It is expressed in writing by signing an official document such as a claim form and ensures the claim is in compliance with this policy.

Authorization:

Authorization is the act of authorizing, of empowering. Authorization can be given for a specific instance or event, or for intended general instances or events under agreed upon circumstances.

Pre-authorization:

Pre-authorization is the act of authorizing, of empowering in advance. Pre-authorization is given for a specific instance or event.

Representation expenses:

Representation expenses include travel, lodging, meals and registration fees incurred to promote Riverside School Board or establish relations that could be beneficial to it.

Regular workplace

The regular workplace is where a staff member receives regular directives and reports on activities; it is also the starting point from which he or she normally undertakes travelling for work purposes. In some instances, staff members may have different work places for different days of the week. Any travelling must therefore be calculated using the individual's regular workplace as the starting point, adjusting for the day of the week as the case may be.

Commissioners and staff members travelling to more than one destination on the same trip must calculate the distances as one continuous trip, not as an addition of round trips.

For travel between schools, centers and the Board Office, the kilometer chart of distances as established by the Transportation Department shall apply.

For all other travel, the distance recognized for reimbursement purposes is the distance actually travelled, based on the lesser of:

- ✓ **the distance between the destination and the regular work place, or**
- ✓ **the distance between the destination and the residence of the commissioner or staff member.**

The School Board does not pay the round trip residence-regular workplace of staff members except when their services are required after normal working hours at a meeting or other. Should this be the case, the School Board may then reimburse the cost of a meal rather than pay the mileage.

Although commissioners are considered as working from home, the School Board does not pay the round trip residence-Board Office of commissioners for regular and special statutory Council meetings.

Approval

To be eligible for reimbursement, an expense must be approved by a proper authority.

For the Commissioners:

Approval of representation and travel expenses must be granted by the School Board's Chair and the Vice-Chair or in the absence of one of them, the Chair of the Finance Committee. The Chair, the Vice-Chair and the Chair of the Finance Committee approve each other's, provided that two of them approve the third one.

For Commissioners' Professional Development

Approval of professional development expenses for Commissioners must be granted by the Chair and the Vice-Chair or in the absence of one of them, the Chair of the Finance Committee.

For the Director General:

Approval of representation and travel expenses must be granted by the School Board's Chair and the Vice-Chair or in the absence of one of them, the Chair of the Finance Committee.

For all other members of personnel:

Approval of representation and travel expenses must be granted by the immediate superior. Representation expenses are normally pre-authorized.

Allowances**Use of private vehicles:**

The School Board will reimburse the mileage travelled during the course of staff members' duties. The same will apply to commissioners in accordance with the stipulations of AD-FR-003-G attached to this Policy. The reimbursement is based on a rate that is reviewed and adopted periodically (refer to AD-FR-002-G attached to this Policy).

Use of rental vehicles:

The use of rental vehicles is encouraged when the total vehicle cost would be less than the reimbursement of kilometres.

Parking / Toll fees:

The School Board reimburses the actual cost of parking and toll fees upon presentation of supporting documents.

Public transportation:

TRAIN, BUS OR AIR TRAVEL The School Board reimburses the actual cost of an economy class fare upon presentation of supporting documents.

TAXI The School Board reimburses the actual cost of the trip (or short distances as a supplement to one form or another of public transportation) upon presentation of supporting documents.

URBAN TRANSPORTATION (Metro, city bus, parking meter)
The School Board reimburses the actual cost without supporting documents.

Accommodation:

The School Board reimburses the actual cost of a medium-standard room.

No reimbursement will be authorized for accommodations within a 100 km radius of the regular workplace unless special circumstances are pre-authorized by the Director General for staff members, or the School Board's Chair and Vice-Chair for the Director General or commissioners.

A detailed invoice from the hotel is required for reimbursement purposes. A fixed amount may be reimbursed to a staff member staying at a family or friend's place (refer to AD-FR-002-G attached to this Policy).

A maximum amount per day is authorized for incidental expenses related to hotel lodging, long-distance calls, tips, etc. Actual expenses are reimbursed up to this maximum (refer to AD-FR-002-G attached to this Policy).

Meals:

The School Board reimburses the actual cost of the meals within limits reviewed and adopted periodically by the School Board (refer to AD-FR-002-G attached to this Policy). The expense claim must include the purpose of the expense and the **names of the people** included in the expense.

Reimbursement of expenses will not be made for meals that are otherwise provided.

Registration fees:

The School Board reimburses the actual cost of registration fees upon presentation of supporting documents.

Representation expenses:

The School Board reimburses the actual cost of representation expenses upon presentation of supporting documents, the purpose of the expense and the names of the people included in the expense.

Spouse-related expenses:

All additional expenses incurred by the spouse are not eligible for reimbursement by the School Board.

Responsibility

The Financial Resources Department is responsible for the control of the application of this policy. All administrators and commissioners who approve travel expenses must ensure the compliance of the claims with this Policy.

Exclusions

The following is a non-comprehensive list of expenses not reimbursed by the School Board:

1. Costs of traffic violation;
2. Expenses incurred by an employee or commissioner when using his personal vehicle after an accident or breakdown (towing, insurance deductible, repairs, etc.);
3. The insurance cost included in the compensation-related mileage.

Costs approved by Professional Development Committees:

Costs approved by a Professional Development Committee cannot in any case exceed the allocation rates outlined in this Policy.

ALLOCATION RATES

Accommodations

The fixed amount for a staff member staying at a family or friend's place is set at \$25.00 per night.

Meals: (Including taxes and gratuities)	Breakfast:	\$12.00	
	Lunch:		\$23.00
	Supper:		\$35.00

The total daily limit is \$70.00 and is applicable when someone will be away from home for **three consecutive meal periods**.

Incidentals

The maximum amount per day authorized for incidental expenses related to hotel lodging, long-distance calls, tips, etc. is set at \$10.00.

Rate per km

The rate per km is set as calculated by the Quebec Treasury Board. An additional allowance of \$0.10 per kilometer per vehicle is allocated to the employee or the commissioner travelling with one or more colleague(s).

Advance

An advance may be granted in cases where travelling requires hotel accommodation. However, the advance requested must not exceed 75% of the **total** estimated cost of the trip (**including registration fees**) and the request itself must be in writing and reach the Financial Resources Department at least ten (10) work-days prior to undertaking the trip.

The granting of an advance does not in any way release the staff member from his or her obligation to provide a detailed travel expense claim supported by appropriate documents as soon as possible following the trip.

Claim

Individuals making a claim must fill out the School Board's approved form and forward it to his/her superior or designated individuals as per the authorization section, for approval. The Financial Resources Department, following proper approval as specified herewith, will verify and correct if need be. The Human Resources department will reimburse all employees on the pre-determined payroll schedule. All claims must be submitted within the quarter during which they were incurred; namely by: September 30 – December 31 – March 31 & June 30.

Purchasing card

The purchasing card is automatically reimbursed once a month in order to eliminate the payment of interest. Following proper approval, all expense account reports must be sent to Finance before the end of every month to facilitate the proper recording of expenses.

The purpose of the expense must be clearly stated on the form, as well as the names of the people invited if expenses cover more than one person. Claims submitted without proper supporting documents, information and/or approval will be returned.

GUIDELINES FOR REIMBURSEMENT OF COMMISSIONER EXPENSES*PURPOSE:*

The guidelines hereinafter enumerated are intended to facilitate the administration of reimbursement of Commissioner expenses, all in accordance with the current Policy on Reimbursement of Expenses.

CATEGORY OF ACTIVITY	YES	NO	COMMENTS
Travel for Board Activities:			
Special and Regular Council meetings		X	
Executive meetings	X		
Committee meetings	X		
Working sessions	X		
Information sessions	X		
Consultations	X		
Travel to Schools and Centers:			
Any function		X	
Specific commissioner invitation		X	
Representing the Board	X		Delegated representative of Council
Graduation mileage		X	Parking for H.S. grads is reimbursable
Townhall Meetings	X		
External Representation:			
Meetings	X		
Functions	X		
Professional Development Expenses:			
Mileage / Transportation	X		
Parking	X		
Accommodation	X		
Meals (according to Board Policy)	X		
Taxis	X		
Other:			
Operational long distance telephone charges	X		Where applicable
Books and other Board related supplies	X		Where applicable



DRAFT

COMMISSION SCOLAIRE RIVERSIDE / RIVERSIDE SCHOOL BOARD

Calendrier scolaire 2016-2017 / School Calendar 2016-2017

July 2016

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

August 2016

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2016

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2016

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
1	17	18	19	20	21	22
6						
23	24	25	26	27	28	29
30	31					

November 2016

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2016

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2017

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2017

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2017

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2017

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2017

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2017

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

	Congés / holidays
	Journées pédagogiques / Pedagogical days
	Journées pédagogiques conditionnelles / Conditional ped. days
NB	20 ^e pédagogique au niveau de l'école / à déterminer / School-level 20 th ped. day / to be determined

Communication écrite / Written communication	
Au plus tard le / At the latest by	
Étapes / Terms - No. Days/jours	
1.	
2.	
3.	Journées pédagogiques / Pedagogical days
17 fixes pour toutes les écoles / Board-wide (fixed)	
1	au niveau de l'école - à déterminer / School-level - T.B.D.
2	conditionnelles / conditional

As per the MELS regulations, the issuing of report cards will occur at the latest by the following dates: October 1 (written communication), November, March and July