

Procès-verbal d'une séance **ordinaire** du Conseil des commissaires de la Commission scolaire Riverside tenue au centre administratif situé au 7525 chemin de Chambly, Saint-Hubert (Québec), le 17 mars 2020.

Minutes of the proceedings of a **regular** session of the Council of Commissioners for Riverside School Board held at the Administration Centre located at 7525, chemin de Chambly, St-Hubert (Québec), on March 17, 2020.

Le secrétaire général a confirmé qu'il y avait quorum et le président a déclaré la séance ouverte à 19 h 34.

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

COMMISSAIRES PRÉSENTS/COMMISSIONERS PRESENT:

Par vidéoconférence/By videoconference:

D. Lamoureux	M. Gour
L. Llewelyn Cuffling	G. Giummarra
C. Horrell	D. Butler
A. Mazur	D. Smith
A. Capobianco Skipworth	C. Craig
H. Dumont	
T. Aguiar (Parent Commissioner)	
P. Michaud (Parent Commissioner)	
C. Courtney (Parent Commissioner)	
P. Dionne (Parent Commissioner)	

Ayant prévu leurs absences/Regrets:

P. Booth Morrison

Absent/Absences:

Aucun/none

Aussi présents :

Sylvain Racette, directeur général
John McLaren, secrétaire général
Pierre M. Gagnon, directeur des ressources matérielles

Also present:

Sylvain Racette, Director General
John McLaren, Secretary General
Pierre M. Gagnon, Director of Material Resources

Par vidéoconférence/By videoconference:

Michel Bergeron, directeur des ressources financières
Michel Bergeron, Director of Financial Resources

Ayant prévu leurs absences :

Lucie Roy, directrice générale adjointe et directrice de l'éducation des adultes et de la formation professionnelle
Kim Barnes, directrice des ressources humaines
Jessica Saada, directrice par intérim des services éducatifs
Chantale Scroggins, directrice des services complémentaires

Regrets :

Lucie Roy, Assistant Director General and Director of Adult and Continuing Education
Kim Barnes, Director of Human Resources
Jessica Saada, Interim Director of Educational Services
Chantale Scroggins, Director of Complementary Services

Présence notée :

Un membre du public était présent par vidéoconférence.

Presence noted:

A member of the public was present via videoconference.

DÉCLARATION DU CONSEIL DES COMMISSAIRES

Nous aimerions commencer par reconnaître que nous nous réunissons aujourd'hui sur le territoire traditionnel non cédé de la nation mohawk.

ADOPTION DE L'ORDRE DU JOUR

IL EST PROPOSÉ par le commissaire Dionne, appuyé par la commissaire Butler, que l'ordre du jour soit modifié par l'ajout de la résolution suivante :

- Prolongation du délai de consultation pour la *politique d'évaluation des apprentissages de l'élève*

et qu'une copie soit annexée au procès-verbal de cette séance.

IL EST PROPOSÉ par le commissaire Dionne, appuyé par la commissaire Butler, que l'ordre du jour soit adopté tel que modifié.

ADOPTÉE À L'UNANIMITÉ

APPROBATION DU PROCÈS-VERBAL DE LA SÉANCE ORDINAIRE DU 18 FÉVRIER 2020

IL EST PROPOSÉ par la commissaire Smith, appuyé par la commissaire Aguiar, que le procès-verbal de la séance ordinaire du 18 février 2020 soit adopté.

ADOPTÉE À L'UNANIMITÉ

SUIVI DU PROCÈS-VERBAL DE LA SÉANCE ORDINAIRE DU 18 FÉVRIER 2020

Aucun.

DÉBUT DU HUIS CLOS

IL EST PROPOSÉ par le commissaire Dionne, appuyé par la commissaire Butler, que le Conseil des commissaires entre en huis clos à

STATEMENT OF THE COUNCIL OF COMMISSIONERS

We would like to begin by acknowledging that the land on which we gather is the traditional unceded territory of the Mohawk people.

ADOPTION OF THE AGENDA

IT IS MOVED by Commissioner Dionne, seconded by Commissioner Butler that the agenda be modified by adding the following resolution:

- Extension of the Consultation Period for the *Policy on the Evaluation of Student Learning*

and that a copy be appended to the Minutes of this meeting.

IT IS MOVED by Commissioner Dionne, seconded by Commissioner Butler, that the agenda be adopted as modified.

UNANIMOUS

ADOPTION OF THE MINUTES OF THE REGULAR MEETING HELD ON FEBRUARY 18, 2020

IT IS MOVED by Commissioner Smith, seconded by Commissioner Aguiar, that the Minutes of the regular meeting held on February 18, 2020 be adopted.

UNANIMOUS

BUSINESS ARISING FROM THE REGULAR FEBRUARY 18, 2020 MINUTES

None.

GOING INTO COMMITTEE

IT IS MOVED by Commissioner Dionne, seconded by Commissioner Butler, that the Council of Commissioners enter into

19 h 37.

CONSEIL DES COMMISSAIRES COUNCIL OF COMMISSIONERS

committee at 7:37 p.m.

ADOPTÉ À L'UNANIMITÉ

UNANIMOUS

FIN DU HUIS CLOS

IL EST PROPOSÉ par le commissaire Dionne, appuyé par la commissaire Butler, que le Conseil des commissaires sorte du huis clos à 7 h 39.

ARISING FROM COMMITTEE

IT IS MOVED by Commissioner Dionne, seconded by Commissioner Butler, that the Council of Commissioners arise from committee at 7:39 p.m.

ADOPTÉ

ADOPTED

APPROBATION DU PROCÈS-VERBAL DE LA SÉANCE EXTRAORDINAIRE DU 27 FÉVRIER, 2020

IL EST PROPOSÉ par la commissaire Dumont, appuyé par la commissaire Gour, que le procès-verbal de la séance extraordinaire du 27 février 2020 soit adopté.

ADOPTION OF THE MINUTES OF THE SPECIAL MEETING HELD ON DECEMBER FEBRUARY 27, 2020

IT IS MOVED by Commissioner Dumont, seconded by Commissioner Gour, that the Minutes of the special meeting held on February 27, 2020 be adopted.

ADOPTÉE À L'UNANIMITÉ

UNANIMOUS

SUIVI DU PROCÈS-VERBAL DE LA SÉANCE EXTRAORDINAIRE DU 27 FÉVRIER 2020

Une résolution sera adoptée, ce soir, pour prolonger, de deux semaines, la période de consultation pour la *Politique sur l'évaluation de l'apprentissage des élèves* à la lumière des fermetures d'écoles.

BUSINESS ARISING FROM THE SPECIAL FEBRUARY 27, 2020 MINUTES

A resolution will be adopted tonight to extend the consultation period for the *Policy on the Evaluation of Student Learning* in light of the school closures for two weeks.

QUESTIONS DU PUBLIC : 19 h 21
Aucune.

QUESTIONS FROM THE PUBLIC: 7:21 p.m.
None.

PRÉSIDENT ET DIRECTEUR GÉNÉRAL
Rapport du président – D. Lamoureux

CHAIRMAN AND DIRECTOR GENERAL
Chair's report – D. Lamoureux

Différé.

Differed.

Rapport du directeur général – S. Racette

Director General's report – S. Racette

SUIVI

Aucun.

BUSINESS ARISING

No report.

**LES SUJETS AYANT FAIT L'OBJET D'UNE
ATTENTION PARTICULIÈRE**

Il n'y a rien de spécial nécessitant une attention particulière autre que le fait que nous allons prolonger, de deux (2) semaines, la période de consultation pour la *Politique d'évaluation des apprentissages de l'élève* considérant la fermeture actuelle de nos écoles et centres.

Politique relative au maintien d'un environnement sécuritaire, respectueux et sans drogues dans les écoles :

Depuis la réunion du conseil des commissaires en février, il y a eu :

- une audience disciplinaire dans un dossier de possession de drogue. L'élève a été expulsé de l'école. L'élève a été placé en tutorat à domicile jusqu'en juin 2020. Il ne pourra alors s'inscrire qu'à ACCESS ;
- une audience disciplinaire dans un dossier de commentaires désobligeants majeurs. L'élève restera à l'école avec un protocole de 20 jours mis en place. L'élève a été retiré de la classe de l'enseignant, par contre, l'enseignant fournira des travaux pour pouvoir évaluer l'élève ;
- une audience disciplinaire dans un dossier de possession d'arme et attirail de vapotage. L'élève restera à l'école avec un protocole de 20 jours mis en place;
- une audience disciplinaire dans un dossier de trafic de drogue. L'élève a été expulsé de la Commission scolaire Riverside.

Les élèves transférés se sont vu offrir des services pour les aider à gérer les événements ayant mené à leur transfert obligatoire.

RÉUNIONS

Février :

- 18 février – Réunion de réseautage des directeurs adjoints - Présentation de leur nouvelle grille de supervision et d'évaluation ;

**TOPICS THAT REQUIRED SPECIAL
ATTENTION**

There is nothing special needing particular attention other than the fact that we are going to extend the consultation period for the *Policy on the Evaluation of Student Learning* by two (2) weeks considering the current shut down of our schools and centres.

Policy on Safe, Respectful and Drug-Free Environment in Schools:

Since the November Council of Commissioners' meeting, there has been:

- one disciplinary hearing for possession of drugs. The student was expelled from the school. The student has been placed on homebound tutoring until June 2020. He will then be able to apply at ACCESS only;
- one disciplinary hearing for major derogatory comments. The student will remain at the school with a 20-day protocol implemented. The student has been removed from the teacher's class but the teacher will provide work to be able to evaluate the student;
- one disciplinary hearing for possession of a weapon and vaping paraphernalia. The student will remain at the school with a 20-day protocol implemented;
- one disciplinary hearing for drug trafficking. The student was expelled from Riverside School Board.

The students transferred were offered services to help them to address the events that led to their mandatory transfer.

MEETINGS

February:

- February 18 – Vice-Principals Networking meeting – Presentation of their new supervision and evaluation grid;
- February 19 – Management Relation

CONSEIL DES COMMISSAIRES COUNCIL OF COMMISSIONERS

- 19 février - Réunion du comité de relations du travail (CRT) – Le sujet d'intérêt était la nouvelle façon d'attribuer les directeurs adjoints ;
- 21 février – Réunion du comité d'éducation ;
- 25 février – Réunion du comité consultatif de transport ;

27 février – Atelier de travail de l'Association des directions générales des commissions scolaires du Québec (ADIGECS) : réf. : *Ministère de l'Éducation et de l'Enseignement supérieur (MEES): Projet de loi 40 et réunion extraordinaire du Conseil général de l'ADIGECS.*

Mars :

- 10 mars – Réunion extraordinaire du comité exécutif et réunion du comité d'audit et des ressources matérielles ;
- 11 mars – Comité de planification de la capacité d'accueil
- 13 mars – Conférence téléphonique avec le MEES réf. : COVID-19 ;
- 16 mars – Conférence téléphonique de l'exécutif et conférence téléphonique avec le MEES sur le suivi de la mise en œuvre des services de garde d'enfants.

ÉVÈNEMENTS

Février :

- 19 février – Visite de supervision à l'école Royal Charles ;
- 20 février – Visites de supervision à l'école primaire internationale Greenfield Park, l'école Boucherville Elementary, et l'école St. Mary's et l'expo-sciences à l'école Good Shepherd ;
- 26 février – Visite de supervision à l'école Harold Shepperd.

À TITRE INFORMATIF

- COVID-19

- Committee (MRC) meeting – Hot topic was the revised way to allocate vice principals;
- February 21 – Ethics and Religious Cultures consultation;
- February 24 – Education Committee meeting;
- February 25 – Transportation Advisory Committee (TAC) meeting;
- February 27 – *Association des directions générales des commissions scolaires du Québec (ADIGECS) workshop re: Ministère de l'Éducation et de l'Enseignement supérieur (MEES): Bill 40 and ADIGECS special General Council meeting.*

March:

- March 10 – Special Executive Committee and Finance and Audit Committee meetings;
- March 11 – Planning Committee for school capacity;
- March 13 – MEES conference call re: COVID-19;
- March 16 – Executive conference call and MEES conference call on follow up on the implementation of childcare services.

EVENTS

February:

- February 19 – Royal Charles School supervision visit;
- February 20 – Greenfield Park Primary International School, Boucherville Elementary School and St. Mary's School supervision visits and grade 6 Science Fair at Good Shepherd School;
- February 26 – Harold Shepperd School supervision visit.

FOR YOUR INFORMATION

- COVID-19

CHAPEAU

- À tous les employés de la Commission scolaire Riverside pour leur patience et leur aide incroyable pour tout ce qu'ils apportent pendant cette situation extraordinaire que nous vivons tous en ce moment.
- À la communauté de la Commission scolaire Riverside pour toute sa patience envers Riverside alors que nous mettons en place nos services essentiels.

Comité des parents : C. Courtney

Différé.

Comité consultatif EHDA : C. Courtney

Différé.

RAPPORTS (comités)

Exécutif – D. Lamoureux

Différé.

Consultatif de transport – L. Cuffling

Différé.

Éducation – D. Smith

Différé.

Vérification (Finances/Ressources matérielles) P. Booth Morrison

Différé.

Gouvernance et éthique – L. Cuffling

Différé.

Ressources humaines – H. Dumont

Différé.

HAT'S OFF

- To all Riverside School Board employees for their patience and incredible help for all that they are doing during this extraordinary situation that we are all living through at the moment.
- To the Riverside School Board community for all their patience with Riverside as we implement our essential services.

Parent's Committee: C. Courtney

Deferred.

Special Needs Advisory Committee: C. Courtney

Deferred.

REPORTS (committees)

Executive – D. Lamoureux

Deferred.

Transportation Advisory – L. Cuffling

Deferred.

Education – D. Smith

Deferred.

Audit (Finance/Material Resources) P. Booth Morrison

Deferred.

Governance and Ethics – L. Cuffling

Deferred.

Human Resources – H. Dumont

Deferred.

Communications – A. Capobianco Skipworth

Différé.

ACSAQ – A. Capobianco Skipworth

Différé.

Résolution F253-20200317

**DÉPÔT POUR FINS DE CONSULTATION
DE LA POLITIQUE DE RÉPARTITION DES
RESSOURCES**

CONSIDÉRANT que cette résolution a été révisée et approuvée par le comité exécutif ;

IL EST PROPOSÉ par la commissaire Smith, appuyé par le commissaire Dionne, que la *Politique de répartition des ressources* soit déposée pour fins de consultation, du 21 mars 2020 au 19 mai 2020 ; ET

QUE le document soit adopté à la séance du Conseil des commissaires du 26 mai 2020.

ADOPTÉE À L'UNANIMITÉ

Résolution F254-20200317

**DÉPÔT POUR FINS DE CONSULTATION
DE LA POLITIQUE DU TRANSPORT
SCOLAIRE**

CONSIDÉRANT que cette résolution a été révisée et approuvée par le comité exécutif ;

IL EST PROPOSÉ par la commissaire Llewelyn Cuffling, appuyé par la commissaire Aguiar, que la *Politique du transport scolaire* soit déposée pour fins de consultation, du 21 mars 2020 au 19 mai 2020 ; ET

QUE le document soit adopté à la séance du Conseil des commissaires du 26 mai 2020.

ADOPTÉE À L'UNANIMITÉ

Communications – A. Capobianco Skipworth

Deferred.

QESBA – A. Capobianco Skipworth

Deferred.

Resolution F253-20200317

**DEPOSIT FOR CONSULTATION OF THE
POLICY ON ALLOCATION OF
RESOURCES**

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

IT IS MOVED by Commissioner Smith, seconded by Commissioner Dionne, that the *Policy on Allocation of Resources* be deposited for consultation from March 21, 2020 to May 19, 2020; AND

THAT it be adopted at the meeting of the Council of Commissioners on May 26, 2020.

UNANIMOUS

Resolution F254-20200317

**DEPOSIT FOR CONSULTATION OF THE
POLICY ON TRANSPORTATION**

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

IT IS MOVED by Commissioner Llewelyn Cuffling, seconded by Commissioner Aguiar, that the *Policy on Transportation* be deposited for consultation from March 21, 2020 to May 19, 2020; AND

THAT it be adopted at the meeting of the Council of Commissioners on May 26, 2020.

UNANIMOUS



CONSEIL DES COMMISSAIRES COUNCIL OF COMMISSIONERS

Résolution B744-20200317
**RENOUVELLEMENT DES ASSURANCES
GÉNÉRALES POUR L'ANNÉE
SCOLAIRE 2020-2021**

Resolution B744-20200317
**RENEWAL OF GENERAL INSURANCE FOR
THE 2020-2021 SCHOOL YEAR**

CONSIDÉRANT qu'en vertu de la résolution numéro B696-20190122 adoptée le 22 janvier 2019, la Commission scolaire Riverside acceptait de participer à un achat regroupé en matière d'assurance avec treize (13) commissions scolaires de la Montérégie et de l'Estrie, pour l'année scolaire 2019-2020, avec quatre (4) renouvellements possibles ;

WHEREAS Riverside School Board, as per resolution number B696-20190122, adopted on January 22, 2019, agreed to participate in a group insurance purchase with thirteen (13) school boards of the Montérégie and Estrie, for the 2019-2020 school year, with the possibility of four (4) additional renewals;

CONSIDÉRANT que la présente police d'assurance viendra à échéance le 30 juin 2020 ;

WHEREAS the current insurance policy will expire on June 30, 2020;

CONSIDÉRANT les économies substantielles réalisées dans le cadre de ce regroupement depuis neuf (9) ans et l'intérêt de la Commission scolaire Riverside de maintenir sa participation ;

WHEREAS substantial savings have been made through group purchasing over the past nine (9) years and that it is in Riverside School Board's best interest to continue its participation in this group purchasing;

CONSIDÉRANT que la société Les consultants d'assurance Adelson & associés sollicite le courtier actuel, BFL Canada, afin qu'il soumette une proposition de renouvellement pour l'année scolaire 2020-2021 ;

WHEREAS the firm *Les consultants d'assurance Adelson & associés* is soliciting the current broker, BFL Canada, to submit a renewal proposal for the 2020-2021 school year;

IL EST PROPOSÉ par le commissaire Dionne, appuyé par la commissaire Dumont ;

IT IS MOVED by Commissioner Dionne, seconded by Commissioner Dumont;

DE POURSUIVRE la participation de la Commission scolaire Riverside au regroupement d'achats d'assurances des commissions scolaires de la Montérégie et de l'Estrie ;

TO CONTINUE Riverside School Board's participation in the group insurance purchasing with the Montérégie and Estrie school boards;

DE MANDATER monsieur Guy Turcot, associé de la société Les consultants d'assurance Adelson & associés, afin qu'il représente la Commission scolaire Riverside dans toutes

TO MANDATE Mr. Guy Turcot, associate of the firm *Les consultants d'assurance Adelson & associés*, to represent Riverside School Board in all necessary steps in the renewal of

les démarches nécessaires visant le renouvellement de la police d'assurance pour l'année scolaire 2020-2021, en procédant à une négociation de gré à gré avec le courtier BFL Canada ou en préparant un appel d'offres public regroupé, selon l'option la plus avantageuse ;

Si un appel d'offres regroupé était l'option retenue, mandater la Commission scolaire de la Région-de-Sherbrooke pour réaliser un appel d'offres public regroupé, selon les procédures et les politiques en vigueur à cette commission scolaire et accepter d'être liée au même titre que celle-ci pour le contrat qui en découlera ;

D'AUTORISER la secrétaire générale, monsieur John McLaren, à signer le contrat avec le courtier BFL Canada ou avec l'adjudicataire choisi, selon l'option retenue.

ADOPTÉE À L'UNANIMITÉ

Résolution B745-20200317

AUTORISATION DE DEMANDER UNE LICENCE DE TIRAGE MOITIÉ-MOITIÉ

CONSIDÉRANT que la Régie des alcools, des courses et des jeux du Québec a demandé qu'une résolution soit approuvée afin de procéder à la demande d'une licence de tirage moitié-moitié afin de procéder à des levées de fonds à titre charitables ;

IL EST PROPOSÉ par la commissaire Gour, et appuyé par le commissaire Craig, que le directeur général soit la personne désignée pour effectuer la demande de licence de tirage pour l'activité de moitié-moitié auprès de la Régie des alcools, des courses et des jeux du Québec qui serait valide pour une durée d'un (1) an de la date de délivrance.

ADOPTÉE À L'UNANIMITÉ

the insurance policy for the 2020-2021 school year by proceeding with the negotiation of a mutual agreement with the broker, BFL Canada, or by preparing a group public call for tender, whichever option is most advantageous;

SHOULD a group public call for tender be retained, to mandate *Commission scolaire de la Région-de-Sherbrooke* to prepare a group public call for tender according to the procedures and policies in place at that school board and to accept to be bound in the same way to the ensuing contract;

TO AUTHORIZE the Secretary General, Mr. John McLaren, to sign the contract with the broker BFL Canada or with the entity to whom the contract was awarded, depending on the option retained.

UNANIMOUS

Resolution B745-20200317

AUTHORIZATION TO REQUEST A LICENCE TO HOLD 50-50 DRAWS

WHEREAS the *Régie des alcools, des courses et des jeux du Québec* has requested that a resolution be passed in order to request a licence to hold 50-50 draws throughout the School Board as a fundraising activity towards charitable means ;

IT IS MOVED by Commissioner Gour, and seconded by Commissioner Craig, that the Director General be authorized to act as the delegated authority to request from the *Régie des alcools, des courses et des jeux du Québec* the licence to hold 50-50 draws that would be valid for a duration of one (1) year following the date of delivery.

UNANIMOUS



CONSEIL DES COMMISSAIRES COUNCIL OF COMMISSIONERS

Résolution B746-20200317 ADOPTION DU MANDAT DU COMITÉ DE COMMUNICATION

IL EST PROPOSÉ par la commissaire Capobianco Skipworth, appuyé par le commissaire Dionne, que le mandat pour l'année 2019-2020 présenté par le comité de communication soit adopté.

ADOPTÉE À L'UNANIMITÉ

Resolution B746-20200317 ADOPTION OF THE COMMUNICATION COMMITTEE MANDATE

IT IS PROPOSED by Commissioner Capobianco Skipworth, seconded by Commissioner Dionne, that the 2019-2020 mandate presented by the Communication Committee be adopted.

UNANIMOUS

Résolution MR386-20200317 OCTROI D'UN CONTRAT POUR LE DÉSAMIANTAGE DE L'AMÉNAGEMENT INTÉRIEUR ET RÉNOVATION DE L'ÉLECTRICITÉ À L'ÉCOLE WILLIAM- LATTER À CHAMBLY

CONSIDÉRANT que la Commission scolaire Riverside a demandé les fonds nécessaires en vue de procéder à ce projet ;

CONSIDÉRANT que le Ministère de l'Éducation et de l'Enseignement supérieur a accordé une allocation, à l'intérieur de la mesure *Maintien des bâtiments*, en vue de procéder à ce projet ;

CONSIDÉRANT l'appel d'offres public ouvert le 26 février 2020 et les résultats suivants (taxes en sus) :

Construction J. Boulais	\$352,462.00
Genium construction	\$386,327.00
Melma construction	\$294,000.00
Promarel Maintenance Inc.	\$409,263.00
Rénovations Alexandre Léveillé inc.	\$380,000.00

CONSIDÉRANT qu'à la suite de l'analyse des soumissions faite par le professionnel au dossier, la firme *Leclerc architectes*, recommande le plus bas soumissionnaire jugé conforme ;

Resolution M386-20200317 AWARDING OF A CONTRACT FOR THE REMOVAL OF ASBESTOS, OF INTERIOR FINISHES AND RENOVATION OF THE ELECTRICITY AT WILLIAM LATTER SCHOOL IN CHAMBLY

WHEREAS Riverside School Board has requested funds to proceed with this project;

WHEREAS the *Ministère de l'Éducation et de l'Enseignement supérieur* has allocated funds within the mesure *Maintien des bâtiments* to proceed with this project;

WHEREAS a public call for tender was received on February 26, 2020 and results are as follows (before taxes):

Construction J. Boulais	\$352,462.00
Genium construction	\$386,327.00
Melma construction	\$294,000.00
Promarel Maintenance Inc.	\$409,263.00
Rénovations Alexandre Léveillé inc.	\$380,000.00

WHEREAS further to the analysis performed by the professional firm *Leclerc architectes*, the lowest bidder in conformity has been recommended;

CONSIDÉRANT que ce projet rencontre toutes les conditions requises pour être accepté à l'intérieur de la mesure *Maintien des bâtiments* ;

CONSIDÉRANT que cette résolution a été révisée et a reçu l'appui du comité de vérification (finances et des ressources matérielles) ;

IL EST PROPOSÉ par la commissaire Capobianco Skipworth, appuyé par la commissaire Butler, que la Commission scolaire Riverside accepte la recommandation de la firme Leclerc architectes, d'octroyer le contrat pour le désamiantage de l'aménagement intérieur et la rénovation de l'électricité à l'école William-Latter à Chambly au plus bas soumissionnaire conforme, soit, Melma construction, au montant de 294 000,00 \$ (taxes en sus); ET

D'autoriser le directeur général à signer le contrat à cet effet.

ADOPTÉE À L'UNANIMITÉ

Résolution MR387-20200317

OCTROI D'UN CONTRAT POUR LA MISE À NIVEAU DE L'AMÉNAGEMENT DE L'EMPLACEMENT À L'ÉCOLE JOHN-ADAM À DELSON

CONSIDÉRANT que la Commission scolaire Riverside a demandé les fonds nécessaires en vue de procéder à ce projet ;

CONSIDÉRANT que le Ministère de l'Éducation et de l'Enseignement supérieur a accordé une allocation, à l'intérieur de la mesure *Maintien des bâtiments*, en vue de procéder à ce projet ;

WHEREAS this project meets all requirements to qualify within the mesure *Maintien des bâtiments*;

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

IT IS MOVED by Commissioner Capobianco Skipworth, seconded by Commissioner Butler, that Riverside School Board accept the recommendation of the professional firm *Leclerc architects*, to award the contract for the removal of asbestos of interior finishes and renovation of electricity at William Latter School in Chambly, to the lowest bidder in conformity, *Melma construction*, for the amount of \$294,000.00 (before taxes); AND

THAT the Director General be authorized to sign the contract to that effect.

UNANIMOUS

Resolution MR387-20200317

AWARDING OF A CONTRACT FOR THE UPGRADE OF THE SITEWORK AT JOHN ADAM SCHOOL IN DELSON

WHEREAS Riverside School Board has requested funds to proceed with this project;

WHEREAS the *Ministère de l'Éducation et de l'Enseignement supérieur* has allocated funds within the mesure *Maintien des bâtiments* to proceed with this project;

CONSIDÉRANT l'appel d'offres public ouvert le 25 février 2020 et les résultats suivants (taxes en sus) :

Excavation DDL	\$675,955.00
Construction Morival	\$486,406.14
Univert paysage inc. – Division excavation et travaux civils	\$495,750.00
Constructions R.D.J. inc.	\$447,700.00
Excavation ESM inc.	\$455,463.43
Gestion Dexsen	\$474,950.00
Saho construction	\$954,045.00

WHEREAS a public call for tender was received on February 25, 2020 and results are as follows (before taxes):

CONSIDÉRANT qu'à la suite de l'analyse des soumissions faite par le professionnel au dossier, la firme Langlois architectes inc., recommande le plus bas soumissionnaire jugé conforme ;

WHEREAS further to the analysis performed by the professional firm *Langlois Architectes inc.*, the lowest bidder in conformity has been recommended;

CONSIDÉRANT que ce projet rencontre toutes les conditions requises pour être accepté à l'intérieur de la mesure *Maintien des bâtiments* ;

WHEREAS this project meets all requirements to qualify within the measure *Maintien des bâtiments*;

CONSIDÉRANT que cette résolution a été révisée et a reçu l'appui du comité de vérification (finances et des ressources matérielles) sous réserve de la validité des licences de l'entrepreneur ;

WHEREAS this resolution was reviewed and is supported by the Audit (Finance & Material Resources) Committee subject to the validity of the contractor's licences;

IL EST PROPOSÉ par le commissaire Giummarra, appuyé par le commissaire Mazur, que la Commission scolaire Riverside accepte la recommandation de la firme Langlois architectes inc., d'octroyer le contrat pour la mise à niveau de l'aménagement de l'emplacement à l'école John-Adam à Delson au plus bas soumissionnaire conforme soit, Constructions R.D.J. inc., au montant de 447 700,00 \$; ET

IT IS MOVED by Commissioner Giummarra, seconded by Commissioner Mazur, that Riverside School Board accept the recommendation of the professional firm *Langlois architectes inc.*, to award the contract for the upgrade of the sitework at John Adam School in Delson to the lowest bidder in conformity, Constructions R.D.J. inc., for the amount of \$ 447,700.00; AND

D'autoriser le directeur général à signer le contrat à cet effet.

THAT the Director General be authorized to sign the contract to that effect.

ADOPTÉE À L'UNANIMITÉ

UNANIMOUS

Résolution MR388-2020200317
**PROLONGATION DE LA PÉRIODE DE
VALIDITÉ DES SOUMISSIONS POUR LA
MISE À NIVEAU DE L'AMÉNAGEMENT DE
L'EMPLACEMENT À L'ÉCOLE JOHN-
ADAM À DELSON**

Resolution MR388-2020200317
**EXTENSION OF THE VALIDITY PERIOD OF
THE TENDER FOR THE UPGRADE OF THE
SITWORK AT JOHN ADAM SCHOOL IN
DELSON**

CONSIDÉRANT que la Commission scolaire
Riverside a procédé à un appel d'offres public
ouvert le 25 février 2020 ;

WHEREAS a public call for tender was
received on February 25, 2020;

CONSIDÉRANT que la loi sur les contrats des
organismes publics (LCOP) requiert
l'autorisation du dirigeant pour une période de
validité des soumissions supérieur à 45 jours ;

WHEREAS the *loi sur les contrat des
organismes publics (LCOP)* requires the
authorization of Council for a period of validity
of tenders greater than 45 days;

CONSIDÉRANT que l'analyse des
soumissions requiert un délai
supplémentaire ;

WHEREAS the analysis of the tenders
requires additional time;

IL EST PROPOSÉ par le commissaire
Giummarra, appuyé par le commissaire
Mazur, de prolonger la période de validité des
soumissions de 45 jours à 60 jours pour le
projet de la mise à niveau de l'aménagement
de l'emplacement à l'école John-Adam à
Delson; ET

IT IS MOVED by Commissioner Giummarra,
seconded by Commissioner Mazur, to extend
the period of validity of tenders from 45 days
to 60 days for the project of the upgrade of the
sitework at John Adam School in Delson; AND

D'autoriser le directeur des ressources
matérielles à demander la prolongation de la
période de validité.

THAT the Director of material resources be
authorized to ask for the prolongation of the
tender validity.

ADOPTÉE À L'UNANIMITÉ

UNANIMOUS

Résolution MR389-20200317
**OCTROI D'UN CONTRAT POUR LA
RÉNOVATION DE LA STRUCTURE, DE
L'ENVELOPPE ET DES BLOCS
SANITAIRES À L'ÉCOLE SAINT-
LAWRENCE (PAVILLON SAINT-
RAYMOND) À CANDIAC**

Resolution MR389-20200317
**AWARDING OF A CONTRACT FOR THE
RENOVATION OF THE STRUCTURE, THE
ENVELOPE AND THE WASHROOMS AT
ST. LAWRENCE SCHOOL (ST. RAYMOND
PAVILION) IN CANDIAC**

CONSIDÉRANT que la Commission scolaire
Riverside a demandé les fonds nécessaires
en vue de procéder à ce projet ;

WHEREAS Riverside School Board has
requested funds to proceed with this project;

CONSIDÉRANT que le Ministère de l'Éducation et de l'Enseignement supérieur a accordé une allocation, à l'intérieur de la mesure *Maintien des bâtiments*, en vue de procéder à ce projet ;

WHEREAS the *Ministère de l'Éducation et de l'Enseignement supérieur* has allocated funds within the measure *Maintien des bâtiments* to proceed with this project;

CONSIDÉRANT l'appel d'offres public ouvert le 12 février 2020 et les résultats suivants (taxes en sus) :

WHEREAS a public call for tender was received on February 12, 2020 and results are as follows (before taxes):

Construction Michel Dubé inc. (CMD)	\$895,488.46
Construction Dougère inc.	\$796,700.00
Groupe MTKR	\$760,900.00

CONSIDÉRANT qu'à la suite de l'analyse des soumissions faite par le professionnel au dossier, la firme *Labbé architectes inc.*, recommande le plus bas soumissionnaire jugé conforme ;

WHEREAS further to the analysis performed by the professional firm *Labbé architectes inc.*, the lowest bidder in conformity has been recommended;

CONSIDÉRANT que ce projet rencontre toutes les conditions requises pour être accepté à l'intérieur de la mesure *Maintien des bâtiments* ;

WHEREAS this project meets all requirements to qualify within the measure *Maintien des bâtiments*;

CONSIDÉRANT que cette résolution a été révisée et a reçu l'appui du comité de vérification (finances et des ressources matérielles) ;

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

IL EST PROPOSÉ par le commissaire Giummarra, appuyé par le commissaire Mazur, que la Commission scolaire Riverside accepte la recommandation de la firme *Labbé architectes inc.*, d'octroyer le contrat pour la rénovation de la structure, de l'enveloppe et des blocs sanitaires à l'école Saint-Lawrence (Pavillon Saint-Raymond) à Candiac au plus bas soumissionnaire conforme soit, Groupe MTKR, au montant de 760 900,00 \$, (taxes en sus) ; ET

IT IS MOVED by Commissioner Giummarra, seconded by Commissioner Mazur, that Riverside School Board accept the recommendation of the professional firm *Labbé architectes inc.*, to award the contract for the renovation of the structure, the envelope and the washrooms at St. Lawrence School (St. Raymond Pavilion) in Candiac to the lowest bidder in conformity, Groupe MTKR, for the amount of \$760,900.00 (excluding taxes); AND

D'autoriser le directeur général à signer le contrat à cet effet.

THAT the Director General be authorized to sign the contract to that effect.

ADOPTÉE À L'UNANIMITÉ

UNANIMOUS

Résolution MR390-20200317

**OCTROI D'UN CONTRAT POUR LE
DÉSAMIANTAGE DES FINITIONS
INTÉRIEURES ET RÉNOVATION DES
BLOCS SANITAIRES À L'ÉCOLE MOUNT
BRUNO À SAINT-BRUNO**

CONSIDÉRANT que la Commission scolaire
Riverside a demandé les fonds nécessaires
en vue de procéder à ce projet ;

CONSIDÉRANT que le Ministère de
l'Éducation et de l'Enseignement supérieur a
accordé une allocation, à l'intérieur de la
mesure *Maintien des bâtiments*, en vue de
procéder à ce projet ;

CONSIDÉRANT l'appel d'offres public ouvert
le 21 février 2020 et les résultats
suivants (taxes en sus) :

Constructions Dougère inc.	\$858,000.00
Construction J. Boulais	\$752,292.00
Groupe DCR	\$647,000.00
Groupe MTKR inc.	\$669,000.00

CONSIDÉRANT qu'à la suite de l'analyse des
soumissions faite par le professionnel au
dossier, la firme *Labbé architectes inc.*,
recommande le plus bas soumissionnaire jugé
conforme ;

CONSIDÉRANT que ce projet rencontre
toutes les conditions requises pour être
accepté à l'intérieur de la mesure *Maintien des
bâtiments* ;

CONSIDÉRANT que cette résolution a été
révisée et a reçu l'appui du comité de
vérification (finances et des ressources
matérielles) ;

IL EST PROPOSÉ par le commissaire Horrell,
appuyé par le commissaire Dionne, que la

Resolution MR390-20200317

**AWARDING OF A CONTRACT FOR THE
REMOVAL OF ASBESTOS OF INTERIOR
FINISHES AND RENOVATION OF
WASHROOMS AT MOUNT BRUNO
SCHOOL IN ST. BRUNO**

WHEREAS Riverside School Board has
requested funds to proceed with this project;

WHEREAS the *Ministère de l'Éducation et de
l'Enseignement supérieur* has allocated funds
within the mesure *Maintien des bâtiments* to
proceed with this project;

WHEREAS a public call for tender was
received on February 21, 2020 and results are
as follows (before taxes):

WHEREAS further to the analysis performed
by the professional firm *Labbé architectes inc.*,
the lowest bidder in conformity has been
recommended;

WHEREAS this project meets all requirements
to qualify within the mesure *Maintien des
bâtiments*;

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

IT IS MOVED by Commissioner Horrell,
seconded by Commissioner Dionne, that

Commission scolaire Riverside accepte la recommandation de la firme Labbé architectes inc., d'octroyer le contrat pour le désamiantage des finitions intérieures et rénovation des blocs sanitaires à l'école Mount Bruno à Saint-Bruno au plus bas soumissionnaire conforme soit, Groupe DCR, au montant de 647 000,00 \$ (taxes en sus) ; ET

Riverside School Board accept the recommendation of the professional firm *Labbé architectes inc.*, to award the contract for the removal of asbestos of interior finishes and renovation of washrooms at Mount Bruno school in St. Bruno to the lowest bidder in conformity, Groupe DCR, for the amount of \$647,000.00 (excluding taxes); AND

D'autoriser le directeur général à signer le contrat à cet effet.

THAT the Director General be authorized to sign the contract to that effect.

ADOPTÉE À L'UNANIMITÉ

UNANIMOUS

Résolution MR391-20200317

OCTROI D'UN CONTRAT POUR LA RÉNOVATION DES BLOCS SANITAIRES – PHASE 1 À L'ÉCOLE HAROLD-NAPPER À BROSSARD

Resolution MR391-20200317

AWARDING OF A CONTRACT FOR THE RENOVATION OF WASHROOMS – PHASE 1 AT HAROLD NAPPER SCHOOL IN BROSSARD

CONSIDÉRANT que la Commission scolaire Riverside a demandé les fonds nécessaires en vue de procéder à ce projet ;

WHEREAS Riverside School Board has requested funds to proceed with this project;

CONSIDÉRANT que le Ministère de l'Éducation et de l'Enseignement supérieur a accordé une allocation, à l'intérieur des mesures de Maintien des bâtiments et de Résorption du déficit de maintien, en vue de procéder à ce projet ;

WHEREAS the *Ministère de l'Éducation et de l'Enseignement supérieur* has allocated funds within the mesures *Maintien des bâtiments* and *Résorption du déficit de maintien* to proceed with this project;

CONSIDÉRANT l'appel d'offres public ouvert le 13 février 2020 et les résultats suivants (taxes en sus) :

WHEREAS a public call for tender was received on February 13, 2020 and results are as follows (before taxes):

Construction Maju ltée	\$547,700.00
Construction Richelieu	\$348,000.00
Constructions Dougère inc.	\$481,600.00
Constructions J. Boulais inc.	\$398,816.00
Constructions R.D.J. inc.	\$349,400.00
Groupe MTKR inc.	\$396,600.00
Melma construction	\$322,885.00

CONSIDÉRANT qu'à la suite de l'analyse des soumissions faite par le professionnel au

WHEREAS further to the analysis performed by the professional firm *Labbé architectes inc.*,

dossier, la firme Labbé architectes inc., recommande le plus bas soumissionnaire jugé conforme ;

CONSIDÉRANT que ce projet rencontre toutes les conditions requises pour être accepté à l'intérieur des mesures de *Maintien des bâtiments* et de *Résorption du déficit de maintien* ;

CONSIDÉRANT que cette résolution a été révisée et a reçu l'appui du comité de vérification (finances et des ressources matérielles) ;

IL EST PROPOSÉ par le commissaire Mazur, appuyé par la commissaire Gour, que la Commission scolaire Riverside accepte la recommandation de la firme Labbé architectes inc., d'octroyer le contrat pour la rénovation des blocs sanitaires – phase 1 à l'école Harold-Napper à Brossard au plus bas soumissionnaire conforme soit, Melma construction, au montant de 322 885,00\$ (taxes en sus) ; ET
D'autoriser le directeur général à signer le contrat à cet effet.

ADOPTÉE À L'UNANIMITÉ

Résolution MR392-20200317

OCTROI D'UN CONTRAT POUR LE REMPLACEMENT DES MURS EXTÉRIEURS ET MISE AUX NORMES DES ESCALIERS À L'ÉCOLE TERRY-FOX À SAINT-HUBERT

CONSIDÉRANT que la Commission scolaire Riverside a demandé les fonds nécessaires en vue de procéder à ce projet ;

CONSIDÉRANT que le Ministère de l'Éducation et de l'Enseignement supérieur a accordé une allocation, à l'intérieur de la mesure *Maintien des bâtiments*, en vue de procéder à ce projet ;

the lowest bidder in conformity has been recommended;

WHEREAS this project meets all requirements to qualify within the measures *Maintien des bâtiments* and *Résorption du déficit de maintien*;

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

IT IS MOVED by Commissioner Mazur, seconded by Commissioner Gour, that Riverside School Board accept the recommendation of the professional firm *Labbé architectes inc.*, to award the contract for the renovation of washrooms – phase 1 at Harold Napper School in Brossard to the lowest bidder in conformity, *Melma construction*, for the amount of \$322,885.00 (excluding taxes); AND
THAT the Director General be authorized to sign the contract to that effect.

UNANIMOUS

Resolution MR392-20200317

AWARDING OF A CONTRACT FOR THE REPLACEMENT OF EXTERIOR WALLS AND UPDATE OF STAIRCASE TO STANDARDS AT TERRY FOX SCHOOL IN ST. HUBERT

WHEREAS Riverside School Board has requested funds to proceed with this project;

WHEREAS the *Ministère de l'Éducation et de l'Enseignement supérieur* has allocated funds within the measure *Maintien des bâtiments* to proceed with this project;

CONSIDÉRANT l'appel d'offres public ouvert le 19 février 2020 et les résultats suivants (taxes en sus) :

WHEREAS a public call for tender was received on February 19, 2020 and results are as follows (before taxes):

Construction D.L.T. (2014) inc.	\$686,235.26
Constructions Dougère inc.	\$557,300.00

CONSIDÉRANT qu'à la suite de l'analyse des soumissions faite par le professionnel au dossier, la firme Labbé architectes inc., recommande le plus bas soumissionnaire jugé conforme ;

WHEREAS further to the analysis performed by the professional firm *Labbé architectes inc.*, the lowest bidder in conformity has been recommended;

CONSIDÉRANT que ce projet rencontre toutes les conditions requises pour être accepté à l'intérieur de la mesure *Maintien des bâtiments* ;

WHEREAS this project meets all requirements to qualify within the mesure *Maintien des bâtiments*;

CONSIDÉRANT que cette résolution a été révisée et a reçu l'appui du comité de vérification (finances et des ressources matérielles) ;

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

IL EST PROPOSÉ par la commissaire Dumont, appuyé par le commissaire Craig, que la Commission scolaire Riverside accepte la recommandation de la firme Labbé architectes inc., d'octroyer le contrat pour le remplacement des murs extérieurs et mise aux normes des escaliers à l'école Terry-Fox à Saint-Hubert au plus bas soumissionnaire conforme soit, Constructions Dougère inc., au montant de 557 300,00\$ (taxes en sus) ; ET

IT IS MOVED by Commissioner Dumont, seconded by Commissioner Craig, that Riverside School Board accept the recommendation of the professional firm *Labbé architectes inc.*, to award the contract for the replacement of exterior walls and update of staircase to standards at Terry Fox school in St. Hubert to the lowest bidder in conformity, *Constructions Dougère inc.*, for the amount of \$557,300.00 (excluding taxes); AND

D'autoriser le directeur général à signer le contrat à cet effet.

THAT the Director General be authorized to sign the contract to that effect.

ADOPTÉE À L'UNANIMITÉ

UNANIMOUS

Résolution F255-20200317

**REMBOURSEMENT AUX ÉLÈVES-
USAGERS DU RÉSEAU DE TRANSPORT
DE LONGUEUIL (RTL) POUR 2019-2020**

Résolution 255-20200317

**RÉSEAU DE TRANSPORT DE LONGUEUIL
(RTL) STUDENT-USER REIMBURSEMENT
FOR 2019-2020**

CONSIDÉRANT que la *Politique du transport scolaire* de la Commission scolaire Riverside

WHEREAS according to its *Policy on Transportation*, Riverside School Board

prévoit le remboursement aux élèves du secondaire qui utilisent le RTL pour se rendre à l'école et qui sont éligibles au remboursement ;

reimburses secondary level students who use *RTL* busses to attend school and are eligible for such reimbursement;

CONSIDÉRANT que les sommes d'argent que les parents doivent aux écoles seront déduites de leur remboursement ;

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

CONSIDÉRANT qu'un certain montant est prévu dans le budget du transport pour les remboursements ;

WHEREAS the transportation budget has made provisions for the reimbursement;

CONSIDÉRANT que le remboursement pour l'année scolaire 2019-2020 correspond à 63,5 % du coût de la carte étudiante d'accès RTL ;

WHEREAS the reimbursement for the 2019-2020 school year represents 63.5% of the cost of the *RTL* bus pass for students;

CONSIDÉRANT que le comité consultatif de transport recommande à l'unanimité que le conseil des commissaires fixe le montant du remboursement pour les cartes d'accès du RTL à 381,00 \$ par élève pour 2019-2020 ;

WHEREAS the Transportation Advisory Committee unanimously recommends that the Council of Commissioners set the *RTL* reimbursement for 2019-2020 at \$381.00 per student;

IL EST PROPOSÉ par la commissaire Llewelyn Cuffling, appuyé par le commissaire Craig, que le montant du remboursement pour les cartes d'accès du RTL soit fixé à 381,00 \$ par étudiant pour 2019-2020.

IT IS MOVED by Commissioner Llewelyn Cuffling, seconded by Commissioner Craig, that the *RTL* reimbursement for 2019-2020 be set at \$381.00 per student.

ADOPTÉE À L'UNANIMITÉ

UNANIMOUS

Résolution B747-2020200317

PROLONGATION DU DÉLAI DE CONSULTATION POUR LA POLITIQUE D'ÉVALUATION DES APPRENTISSAGES DE L'ÉLÈVE

Resolution B747-2020200317

EXTENSION OF THE CONSULTATION PERIOD FOR THE POLICY ON THE EVALUATION OF STUDENT LEARNING

CONSIDÉRANT que la résolution pour le dépôt pour fins de consultation de la *Politique d'évaluation des apprentissages de l'élève* a été approuvée par le conseil des commissaires lors de la séance régulière tenue le 18 février 2020 ;

WHEREAS the resolution for the deposit for consultation of the *Policy on the Evaluation of Student Learning* was approved by the Council of Commissioners during its regular meeting held on February 18, 2020;

CONSIDÉRANT que ladite résolution prévoyait que la période de consultation serait

WHEREAS said resolution provided that the consultation period would run from February

CONSEIL DES COMMISSAIRES COUNCIL OF COMMISSIONERS

du 22 février 2020 au 7 avril 2020 ;

CONSIDÉRANT qu'en raison de la fermeture des écoles pour une période de deux (2) semaines en lien avec la pandémie de la COVID-19 ;

IL EST PROPOSÉ par la commissaire Smith, appuyé par le commissaire Horrell, que la période de consultation de la *Politique d'évaluation des apprentissages de l'élève* soit prolongée jusqu'au 21 avril 2020 ; ET

QUE le document soit adopté à la séance du conseil des commissaires du 21 avril 2020.

ADOPTÉE À L'UNANIMITÉ

CORRESPONDANCE

Il n'y a pas de correspondance.

QUESTIONS DU PUBLIC 20 h 19

Le Syndicat des enseignants Riverside (SER) a offert son aide pendant la présente crise sanitaire.

BRAVOS

- La commissaire Smith : À Christina Bell, enseignante et Arthur Paquette, élève à Adam's P.A.C.E. suite à leur entrevue à TVRS (télévision Rive-Sud) ;
- La commissaire Aguiar : À Sylvain Racette, directeur général, suite à son entrevue le vendredi 13 mars 2020 à *CBC Radio* ;
- Le commissaire Horrell : À Jenny Brousseau, directrice de l'école Boucherville Elementary pour ses communications continues auprès de la communauté ;
- La commissaire Gour : À Sylvain Racette, directeur général, pour tous ses communiqués ;
- La commissaire Capobianco Skipworth : À Sylvain Racette, directeur général, pour son leadership et à tous les employés de la commission scolaire.

VARIA

22, 2020 until April 7, 2020;

WHEREAS in light of the school closures for a period of two (2) weeks in connection with the COVID-19 pandemic;

IT IS MOVED by Commissioner Smith, seconded by Commissioner Horrell, that the consultation period for the *Policy on the Evaluation of Student Learning* be extended to April 21, 2020; AND

THAT it be adopted at the meeting of the Council of Commissioners on April 21, 2020.

UNANIMOUS

CORRESPONDENCE

There was no correspondence.

QUESTIONS FROM THE PUBLIC 8:19 p.m.

The Riverside Teachers' Union (RTU) offered its help during this health crisis.

BRAVOS

- Commissioner Smith: To Christina Bell, teacher and Arthur Paquette, student, at Adam's P.A.C.E. for a wonderful interview on TVRS (télévision Rive-Sud);
- Commissioner Aguiar: To Sylvain Racette, Director General, for his interview on Friday, March 13, 2020 on CBC Radio;
- Commissioner Horrell: To Jenny Brousseau, Principal at Boucherville Elementary School for her constant communication with the community;
- Commissioner Gour: To Sylvain Racette, Director General for all the communiqués;
- Commissioner Capobianco Skipworth: To Sylvain Racette, Director General, for his leadership and to all the employees across the school board.

OTHER BUSINESS:

Sylvain Racette, directeur général, a mentionné le travail de communication incroyable accompli par Martine Tremblay, conseillère en communication et Corinne Laydu-Durnin, agente d'administration.

Sylvain Racette, Director General, mentioned the incredible communication work done by Martine Tremblay, Communication Consultant and Corinne Laydu-Durnin, Administration Officer.

LEVÉE DE LA SÉANCE :

Il PROPOSÉ par la commissaire Smith, appuyé par la commissaire Aguiar, que la séance soit levée à 20 h 26.

DATE DE LA PROCHAINE SÉANCE ORDINAIRE :


La prochaine réunion du Conseil des commissaires aura lieu le 21 avril 2020.

CLOSING:


IT IS MOVED by Commissioner Smith seconded by Commissioner Aguiar, at 8:26 p.m. that the meeting be closed.

DATE OF NEXT REGULAR MEETING:

The next Regular Meeting of the Council of Commissioners will take place on April 21, 2020.



Dan Lamoureux, président / Chairman



John McLaren, secrétaire général / Secretary General

Convocation à une séance **ordinaire** du conseil qui aura lieu
Le 17 mars 2020 à 19 h 30 au centre administratif,
7525, chemin de Chambly, Saint-Hubert, Québec

PROJET D'ORDRE DU JOUR – SÉANCE ORDINAIRE

1. Ouverture de la séance
2. Déclaration du Conseil des commissaires
3. Adoption de l'ordre du jour
4. Approbation du procès-verbal
 - Approbation du procès-verbal de la séance extraordinaire du 4 février 2020
 - Suivi de la séance extraordinaire du 4 février 2020
 - Approbation du procès-verbal de la séance extraordinaire en huis clos du 4 février 2020 (*en huis clos*)
 - Suivi de la séance extraordinaire en huis clos du 4 février 2020 (*en huis clos*)
 - Approbation du procès-verbal de la séance ordinaire du 18 février 2020
 - Suivi de la séance ordinaire du 18 février 2020
 - Approbation du procès-verbal de la séance régulière en huis clos du 18 février 2020 (*en huis clos*)
 - Suivi de la séance régulière en huis clos du 18 février 2020 (*en huis clos*)
 - Approbation du procès-verbal de la séance extraordinaire du 27 février 2020
 - Suivi de la séance extraordinaire du 27 février 2020
5. Période de questions du public – 30 minutes
6. Rapport du président
7. Rapport du directeur général
8. Rapport du comité de parents
9. Rapport du comité EHDAA
10. Rapport des comités
 - 10.1 Exécutif
 - 10.2 Transport
 - 10.3 Éducation
 - 10.4 Vérification (Finances/Ressources mat)
 - 10.5 Gouvernance et éthique
 - 10.6 Ressources humaines
 - 10.7 Communications
 - 10.8 ACSAQ
11. Résolutions
 - Dépôt pour fins de consultation de la Politique de répartition des ressources
 - Dépôt pour fins de consultation de la Politique du transport scolaire
 - Renouvellement des assurances générales pour l'année scolaire 2020-2021
 - Autorisation de demander une licence de tirage moitié-moitié
 - Adoption du mandat du comité de communication
 - Octroi d'un contrat pour le désamiantage de l'aménagement intérieur et rénovation de l'électricité à l'école William-Latter à Chambly
 - Prolongation de la période de validité des soumissions pour la mise à niveau de l'aménagement de l'emplacement à l'école John-Adam à Candiac
 - Octroi d'un contrat pour la mise à niveau de l'aménagement de l'emplacement à l'école John-Adam à Candiac
 - Octroi d'un contrat pour la rénovation de la structure, de l'enveloppe et des blocs sanitaires à l'école Saint-Lawrence (pavillon Saint-Raymond) à Candiac
 - Octroi d'un contrat pour le désamiantage des finitions intérieures et rénovation des blocs sanitaires à l'école Mount Bruno à Saint-Bruno
 - Octroi d'un contrat pour la rénovation des blocs sanitaires – phase 1 à l'école Harold-Napper à Brossard
 - Octroi d'un contrat pour le remplacement des murs extérieurs et mise aux normes des escaliers à l'école Terry-Fox à Saint-Hubert
 - Remboursement aux élèves- usagers du Réseau de transport de Longueuil (RTL) pour 2019-2020
12. Correspondance
13. Période de questions du public – 20 minutes
14. Bravos (2 minutes par membre)
15. Varia
16. Clôture
17. Date de la prochaine session ordinaire du Conseil : 21 avril 2020 à 19 h 30.

Donné à Saint-Hubert (Québec) 13 mars 2020



John McLaren, Secretary General

Members are hereby convened to a **regular meeting** on
March 17, 2020 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. Statement of the Council of Commissioners
3. Adoption of the Agenda
4. Approval of Minutes
 - Adoption of the Minutes of the special meeting of February 4, 2020
 - Business arising from the Minutes of the special meeting of February 4, 2020
 - Adoption of the Minutes of the special in camera meeting of February 4, 2020 (*In camera*)
 - Business arising from the Minutes of the special in camera meeting of February 4, 2020 (*In camera*)
 - Adoption of the Minutes of the regular meeting of February 18, 2020
 - Business arising from the Minutes of the regular meeting of February 18, 2020
 - Adoption of the Minutes of the regular in camera meeting of February 18, 2020 (*In camera*)
 - Business arising from the Minutes of the regular in camera meeting of February 18, 2020 (*In camera*)
 - Adoption of the Minutes of the special meeting of February 27, 2020
 - Business arising from the Minutes of the special meeting of February 27, 2020
5. Questions from the Public – 30 minutes
6. Chairman's Report
7. Director General's Report
8. Parent Committee Report
9. Special Needs Advisory Report
10. Committee Reports

10.1 Executive	10.5 Governance and Ethics
10.2 Transportation	10.6 Human Resources
10.3 Education	10.7 Communications
10.4 Audit (Finance/Mat. Resources)	10.8 Q.E.S.B.A.
11. Resolutions
 - Deposit for Consultation of the Policy on Allocation of Resources
 - Deposit for Consultation of the Policy on Transportation
 - Renewal of General Insurance for the 2020-2021 School Year
 - Authorization to Request a License to Hold 50-50 Draws
 - Adoption of the Communication Committee Mandate
 - Awarding of a Contract for the Removal of Asbestos of Interior Finishes and Renovation of Electricity at William Latter School in Chambly
 - Awarding of a Contract for the Upgrade of the Sitework at John Adam School in Candiac
 - Extension of the Validity Period of the Tender for the Upgrade of the Sitework at John Adam School in Candiac
 - Awarding of a Contract for the Renovation of the Structure, the Envelope and the Washrooms at St. Lawrence School (St. Raymond Pavilion) in Candiac
 - Awarding of a Contract for the Removal of Asbestos of Interior Finishes and Renovation of Washrooms at Mount Bruno School in St. Bruno
 - Awarding of a Contract for the Renovation of Washrooms – Phase 1 at Harold Napper School in Brossard
 - Awarding of a Contract for the Replacement of Exterior Walls and Update of Staircase to Standards at Terry Fox School in St. Hubert
 - Réseau de transport de Longueuil (RTL) Reimbursement for 2019-2020
12. Correspondence
13. Questions from the Public – 20 minutes
14. Bravos (2 minutes per member)
15. Other Business
16. Close of Meeting
17. Date of Next Regular Meeting: **April 21, 2020 at 7:30 p.m.**

Given at Saint-Hubert, Québec on March 13, 2020



John McLaren, Secretary General



Riverside School Board

Policy Name:	Policy on Allocation of Resources
Policy Number:	FXXX-20200317 replacing policy number F97-20100420 F218-180619
Date Received at Executive:	March 10, 2020
Date Received at Council:	March 20, 2018 March 17, 2020
Consultation Period:	March 23 – May 4, 2018 March 21, 2020 – May 5, 2020
Date Approved by Council:	June 19, 2018
Suggested Date of Next Review:	June 19, 2021

1.0 PERTINENT LEGISLATION

- ~~1.1. Article 95 of the Education Act states that “(t)he Governing Board adopts the school’s annual budget proposed by the Principal and submits it to the School Board for approval.”~~
- ~~1.2. Article 96.24 of the Education Act stipulates that “(t)he Principal shall prepare the annual budget of the school, submit it to the Governing Board for adoption, administer the budget and render an account thereof to the Governing Board.~~
- ~~1.3. The budget must maintain a balance between expenditures, on the one hand, and the financial resources allocated to the school by the School Board and the school’s own revenues, on the other hand.~~
- ~~1.4. The approved school budget shall constitute separate appropriations within the School Board’s budget, and the expenditures for that school shall be charged to those appropriations.~~
- ~~1.5. At the end of every fiscal year, the school’s surpluses shall be transferred to the School Board. However, the School Board may, for the following fiscal year, credit all or part of the surpluses to the school or another educational institution if the Resource Allocation Committee, established under section 193.2, recommends it and the Council of Commissioners implements that recommendation. If the Council of Commissioners~~



Riverside School Board

~~fails to implement the recommendation, it must give reasons for its decision at the meeting at which the recommendation is rejected.~~

~~1.6. If a school closes, the school's surpluses and funds shall be transferred to the School Board."~~

~~1.7. Article 275 of the Education Act: States that "(a)fter consulting with the governing boards and the Parents' Committee and taking into account the recommendations of the Resource Allocation Committee under the fourth paragraph of section 193.3, the School Board shall establish objectives and principles governing the allocation of subsidies, school tax proceeds and its other revenues".~~

~~1.8. Article 275.1 of the Education Act: Stipulates that "(t)he School Board shall determine the allocation of the revenues referred to in section 275 for every school year taking into account the recommendations of the Resource Allocation Committee under the fourth paragraph of section 193.3 and in accordance with the rule prescribed by the fifth paragraph of that section.~~

~~1.9. The allocation must be carried out in an equitable manner and reflect the needs expressed by the educational institutions, the social and economic disparities they must deal with, the School Board's Commitment to Success Plan and the educational projects of its schools and centers.~~

~~1.10. The allocation must include amounts for the operation of the governing boards and amounts to meet the needs of the School Board, its educational institutions and its committees."~~

"95. The governing board is responsible for adopting the school's annual budget proposed by the principal, and shall submit the budget to the school board for approval."

"96.24. The principal shall prepare the annual budget of the school, submit it to the governing board for adoption, administer the budget and render an account thereof to the governing board.

The budget must maintain a balance between expenditures, on the one hand, and the financial resources allocated to the school by the school board and the school's own revenues, on the other.

The approved school budget shall constitute separate appropriations within the school board's budget, and the expenditures for that school shall be charged to those appropriations.

At the end of every fiscal year, the school's surpluses shall be transferred to the school board. However, the school board may, for the following fiscal year, credit all or part of the surpluses to the school or another educational institution if the resource allocation committee established under section 193.2 recommends it and the council of

commissioners implements that recommendation. If the council of commissioners fails to implement the recommendation, it must give reasons for its decision at the meeting at which the recommendation is rejected.

If a school closes, the school's surpluses and funds shall be transferred to the school board."

"275. *After consulting with the governing boards and the parents' committee and taking into account the recommendations of the resource allocation committee under the fourth paragraph of section 193.3, the school board shall establish objectives and principles governing the allocation of its revenues."*

"275.1. *The school board shall determine the allocation of its revenues for every school year taking into account the recommendations of the resource allocation committee under the fourth paragraph of section 193.3.*

The allocation must be carried out in an equitable manner and reflect the needs expressed by the educational institutions, the social and economic disparities they must deal with, the school board's commitment-to-success plan and the educational projects of its schools and centres.

The allocation must include amounts for the operation of the governing boards and amounts to meet the needs of the school board, its educational institutions and its committees."

2.0 PRINCIPLES

2.1. General Principles

- 2.1.1. A balanced budget should be achieved and reflected in all financial decisions for each and every administrative unit.
- 2.1.2. The School Board is committed to openness in its model of allocation of resources.
- 2.1.3. Autonomy and accountability are subject to the respect of legislation, policies, collective agreements and internal rules of procedures.
- 2.1.4. The School Board shall decide which activities will be managed centrally or decentralized to schools or centers; it will also determine supplementary or specific allocations if need be.



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- 2.1.5. Some of the resources allocated to schools are managed centrally. The School Board will keep the financial resources to cover those activities. Ex. employee salary mass and building maintenance.

2.2. Principles Specific to Schools or Centers

- 2.2.1. After reviewing the annual recommendation of the Resource Allocation Committee, the Council of Commissioners adopts, in accordance with article 193.3 of the Education Act, the model for the allocation of resources to schools or centers.
- 2.2.2. The allocation of financial resources amongst the Board's schools is primarily based on common norms and takes into consideration the student population of the schools (number and characteristics), their needs and the socioeconomic factor of the school.
- 2.2.3. A school that wants to introduce changes to local programs, as a result of a modification to or adoption of the school's educational project, cannot expect an increase in the staffing allocated to the school by the School Board. Changes to programs are also subject to approval by the School Board to ensure adherence to the basic school regulation and the ability of the School Board to absorb any resulting excess in personnel.
- 2.2.4. A school that wants to carry out building improvements or modifications must always obtain the prior approval of the Material Resources Department, even though they are financing the project. **Self-financed projects must include the maintenance cost for the entire life cycle of the project, including its dismantling, when applicable.**
- 2.2.5. Revenues generated by school or center activities will be used for its student community. These school revenues are not taken into account in the distribution of resources to schools.
- 2.2.6. Self-financing must be assured for specific activities such as daycare services, noon-hour supervision, meals served in schools, the Board's summer school, rental of facilities and all extracurricular activities.
- 2.2.7. After reviewing the annual recommendation of the Resource Allocation Committee, the School Board reserves, in accordance with article 193.4 of the Education Act, the right to limit the size of the cumulative surpluses that can be carried over to the subsequent year and the length of time that these surpluses could be carried over. The intent is to encourage schools to use current available funds to serve current clientele as a general rule.

2.2.8. Any deficit will be carried over and will become the first expense in the following budgetary year for that school or center. A recovery plan will be requested if the situation requires it. However, a deficit representing 20% or more of a school's budget must be the object of a recovery plan, which may be spread out over a two-year period. However, if the deficit represents 30% or more of a school's budget, then it may be spread out over a three-year period.

2.2.9. The financial resources of the Special Destination Funds are managed at the school and center's level ~~and any surplus will be carried over in the school budget.~~

Any surplus in the Special Destination Fund will be carried over in the school or center's budget. However, a school or center should avoid creating surpluses in the Special Destination Fund unless these financial resources are tied to a specific project, which has been approved by the Governing Board.

2.2.10. The transferability of financial resources from one budget item to another is permissible with the following exceptions: capital allocations cannot be used for operational expenses and specific allocations and/or supplementary allocations should be used for the purpose for which they were allocated.

2.2.11. Certain regional activities may also be financed by contributions from schools and centers (users will be charged).

2.3. Principles Specific to the School Board and Board Committees

2.3.1. The allocation of resources for administrative services as well as committees is a function of the services or activities, which they provide, namely:

- 2.3.1.1. Support to schools and centers.
- 2.3.1.2. Services to schools and centers.
- 2.3.1.3. Fulfill legal obligations and mandates.

2.3.2. School Board committees and departments' surpluses of allocations remaining at the end of a budgetary year will not be carried over to the next budgetary year, except for specific allocations as determined by ministry regulations.

2.3.3. Any deficit will be carried over and will become the first expense in the following budgetary year for that School Board and Board committees. A recovery plan will be requested if the situation requires it.

2.3.4. All revenues generated by an individual school, minus all costs associated with rental of space by that school, is divided between the school and the School Board as follows:



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- 2.3.4.1. 50% stays in the individual school's budget.
- 2.3.4.2. The remaining 50% is divided in proportion of student enrollment amongst all schools.
- 2.3.4.3. Any loss resulting from the rental of the space will be covered within the centralized budget.
- 2.3.4.4. The product of the surplus distribution will be added to the operating budget of the schools.

3.0 OBJECTIVES

3.1. General Objectives

- 3.1.1. Ensure the equitable distribution of the School Board's resources in order to achieve maximum school success for all students.
- 3.1.2. Enable each administrative unit to fulfill its respective mandates and obligations within RSB's policies, guidelines and orientations.
- 3.1.3. Recognize and encourage local autonomy in the administration of human, material and financial resources in order to:
 - 3.1.3.1. Better respond to the local needs of each school or center.
 - 3.1.3.2. Encourage innovation and creativity to ensure that the limited resources are put to the best use possible.

3.2. Objectives Specific to Schools and Center.

- 3.2.1. Distribute financial resources, which will allow schools or centers to obtain the necessary goods and services enabling them to deliver their services to their students.
- 3.2.2. Ensure a fair and equitable distribution of resources taking into account social and economic disparities of schools and centers and of the clientele they serve, as well as their characteristics.

3.3. Objectives Specific to the School Board and Board Committees

- 3.3.1. Ensure that the School Board and its committees have sufficient resources to carry out their mandates and provide adequate support to schools and centers.
- 3.3.2. Avoid the transfer of high-risk responsibilities to schools and centers by maintaining centralized financial resources.

- 3.3.3. Ensure that the School Board has sufficient resources to manage its employer role in respecting the working conditions for all employees.
- 3.3.4. Ensure that the School Board has sufficient resources to maintain its buildings and properties in good condition and to ensure safe and well-kept facilities for students.

4.0 CRITERIA AND METHOD OF ALLOCATION OF DECENTRALIZED RESOURCES

The School Board decentralizes budgets to cover each school's operational expenses and some capital expenses¹. Principals distribute their allocations according to the needs and priorities of their school's community. A school may not create permanent positions using the school's budget without the prior written authorisation of the Resource Allocation Committee. These allocations are as follows:

4.1. Operating Budget

- 4.1.1. Base Allocations: Amount per student and/or a base amount per school. Weighting of students according to recognized special needs category will be used.
 - 4.1.1.1. An allocation may be negative as a budget cutback measure.
 - 4.1.1.2. The Resource Allocation Committee may be introduced with additional allocations to cover specific or additional needs. The amount of those base allocations, per capita amounts and other operational allocations, is established yearly by the School Board in its internal budgetary rules.
- 4.1.2. Supplementary Allocations: Redistribution of grants received by the School Board from the MEES that are intended for students' needs. These allocations are granted for particular needs and should be used for those needs only. By March 30th, any allocations or grants that are not engaged in a concrete and realistic plan to be used before the end of the school year can be reallocated to another school that will be able to use them within that period.

4.2. Capital Budget

- 4.2.1. Base Allocation: Amount per student enrolled on September 30th of the previous year and/or a base amount per school. No operating expenses may be charged to capital allocations.

¹ See Resources Allocation Matrix in Appendix 1.

- 4.2.2. Specific Allocations: Non-transferable allocations received for specific purposes. Normally, these allocations require a financial contribution from the school, center or School Board.
- 4.2.3. Supplementary Allocations: Allocations granted on request for particular needs.
- 4.2.4. The amount of those base allocations, specific allocations and supplementary allocations, is established yearly by the School Board in its internal budgetary rules.

4.3. Daycare Budget

- 4.3.1. Daycare operations are the responsibility of the school Principal.
- 4.3.2. The daycare and the School Board will share the MEES per capita according to their respective responsibilities.
- 4.3.3. Revenue from parents: Daycares must invoice parents according to the daycare regulations and the MEES budgetary rules. The daily rate for regular daycare remains the same regardless of the date of registration. Regular daycare is defined as attending a minimum of three (3) days per week, two (2) periods per day. The periods in a day are morning, noon and afternoon.
- 4.3.4. Each daycare contributes to an annual central fund to help finance long-term absenteeism and services to special needs students, which are over the granted allocation or other exceptional expenses agreed upon by the majority of elementary school Principals who have daycares to operate.

5.0 CRITERIA AND METHOD OF ALLOCATION OF CENTRALIZED RESOURCES

5.1 Human Resources in Schools

- 5.1.1 As the sole employer, Riverside School Board must ensure that all of its legal obligations are respected. In order to do so, it keeps the major part of its salary mass as a centralized operation. The centralized salary mass is comprised of salaries, security of employment, long-term substitution for all personnel and fringe benefits, salary insurance and CNESST.

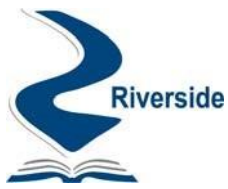
With the support of the Resource Allocation Committee, the Council of commissioners can centralize up to 15% of the decentralized measures in order to finance the leave of absence of any employee hired through these measures throughout the school board, or to finance positions centrally created to respond to the prescribed intent of these specific allocations. If the reserved centralized amount is insufficient to cover the actual costs, the difference will be paid by the school



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generating the expense. If there is a surplus by the end of March, it will be redistributed to the schools proportionally to their contribution.

- 5.1.2 Notwithstanding the above, the Principal is recognized as the immediate superior of all the school's personnel, ~~namely: teachers and all categories of support staff (administration and caretakers).~~
- 5.1.3 The number of administrators is established yearly by the Council of Commissioners when the School Board's administrative structure is adopted. The level of resources available is established so as to respond to the requirements of the Education Act while respecting the Regulation concerning the employment conditions of management staff of school boards. Due to the regional disparity of the School Board and in an attempt to keep small schools open, the School Board reserves the right to assign a teaching Principal or to give administrative files to a Principal to complete its workload.
- 5.1.4 Teacher staffing plans are established for each school or center in collaboration with the school or center Principal. Initial planning begins in January for the following school year and is based on the projected student enrollment. Adjustments to teacher staffing plans are made prior to October 15th to reflect the actual enrollment. Teacher staffing plans for adult and vocational centers are based on courses offered.
- 5.1.5 Clerical and administrative support staff in schools is distributed according to the student population of the school at both Elementary and Secondary schools.
- 5.1.6 The staffing of Special Education Technicians and Attendants is based on the specialized needs of students with handicaps and students with social maladjustments or learning disabilities. Initial planning and allocation begins in April for the following school year based on projected placement of the students with special needs in collaboration with the school Principal and with the Complementary Services Department. Adjustments to allocation of services are made throughout the year depending on new developments.
- 5.1.7 Equitable distribution of services for all professionals is based on specific needs of the students.
- 5.1.8 The caretakers staffing plan of a school is based on the square footage of the school as well as its number of floors, the student population, their characteristics and if the school has a daycare.
- 5.1.9 Computer technicians and/or operators are available to serve schools on a request basis throughout the school year.



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5.2 Expenses Related to Building Maintenance

5.2.1 Expenses for energy consumption, security and safety, as well as a major part of the general maintenance of buildings, are centralized. Costs associated with the closure, restructuring or opening of a school, including renovation, installation and moving costs, are also centralized.

5.2.2 The Community Learning Centers are part of Riverside School Board. As such, the maintenance of the space they use falls under the same principles as for any other room in Riverside School Board's buildings.

5.3 Professional Development for all Personnel

5.3.1 The budgets for professional development for all categories of personnel are established according to collective agreements or policy and are administered by parity committees. Except for the administrators, the balances remaining for each category of unionized personnel will be made available from one budgetary year to the next.

5.4 Board Orientation and New Programs

5.4.1 The School Board will support the coordination and implementation of the Board's Strategic Plan and/or MEES new programs.

5.5 Department Budgets and Human Resources at the Board Level

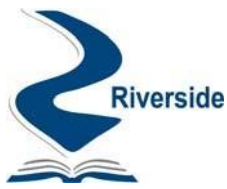
5.5.1 The staffing plan for each department is established and re-evaluated each year during budget preparation. Each department is allocated limited funds to cover its expenses: travel, materials, printing and other services required to fulfill its obligations.

5.6 Council of Commissioners

5.6.1 The maximum number of Commissioners as well as their maximum salary mass is established by decree. Other Council of Commissioners' expenses include travel, election expenses, if applicable, professional development and student and employee recognition events.

5.7 Building Improvements and/or Major Alterations (Capital Projects)

5.7.1 Based on MEES budgetary rules and assets management's frameworks, the Material Resources Department, in collaboration with school principals and center directors, establish a five-year plan for capital projects which is reviewed annually.



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Projects are listed and prioritised by Riverside School Board according to the following rules:

- Priority 1: Health, safety and legal requirements
- Priority 2: Pedagogical needs
- Priority 3: Building structure and electromechanical equipment
- Priority 4: Interior modifications

5.8 Centralized Furniture, Equipment and Tools (Capital Budget)

5.8.1 Capital budget for furniture, equipment and tools will be distributed according to the following priorities:

- Upgrading administrative computers for schools and Board office departments
- Adult and Vocational respective allotments
- Board's share of costs for specific capital allocations that require it
- Special project as decided by the Board
- Distribution between schools of a base or a per capita amount established by the resource allocation committee.

5.9 GST and PST Refunds

5.9.1 GST and PST refunds for expenditures made as a result of fundraising in schools are returned in full to the schools.

6.0 CRITERIA FOR ALLOCATION OF RESOURCES TO ADULT AND VOCATIONAL CENTERS

- 6.1 The budgets of the Adult and Vocational sectors of Riverside School Board are decentralized and include salary mass as well as the costs of building operation and maintenance.
- 6.2 Operating and capital subsidies include specific MEES grants, the Adult and Vocational share of equalization grants and the negative recurring adjustments from diminished expenses and the salary mass imposed by the MEES.
- 6.3 For a better equity between sectors and in order for the Adult and Vocational sector to contribute to the School Board's administrative structure costs, an annual charge on the previous year's total revenue will be applied against the equalization grant.
- 6.4 Budgets submitted by the Center's Governing Board or Center's Directors must include all sources of revenue to which the Center has access, including center fees,



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registration fees, resale materials, as well as all activities financed by the MEES and by other sources.

- 6.5 The School Board reserves the right to limit the size of the cumulative surpluses that can be carried over to the subsequent year and the length of time that these surpluses could be carried over. The intent is to encourage centers to develop programs or use current available funds to serve current clientele as a general rule.
- 6.6 Any deficit will be carried over and will become the first expense in the following budgetary year for that center. A recovery plan may be requested if the situation requires it.
- 6.7 The transferability of financial resources from one budget item to another is permissible with the following exceptions: capital allocations cannot be used for operational expenses and specific allocations and/or supplementary allocations should be used for the purpose for which they were allocated.

7.0 CRITERIA FOR THE ALLOCATION OF RESOURCES TO SCHOOL BOARD COMMITTEES

7.1 School Board Committees:

School Board committees receive funds from the School Board for their normal operation. Any allocation that generates a surplus three (3) years in a row should be re-evaluated to better reflect the actual needs of the committee.

7.1.1 Governing Boards

- 7.1.1.1 Base amount per Governing Board, plus an amount per student registered in that school on September 30th of the previous school year. This budget will be handled through the school's operations.
- 7.1.1.2 Centers allocate to their Governing Board a base amount from their operating budget.

7.1.2 Parents' Committee

- 7.1.2.1 Base amount, plus an amount per school.
- 7.1.2.2 This budget will be handled through the School Board's operations.

7.1.3 Advisory Committee on Services for Handicapped Students and Students with Social Maladjustments or Learning Disabilities

- 7.1.3.1 Base amount.



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7.1.3.2 This budget will be handled through the School Board's operations.

7.1.4 Student Advisory Committee

7.1.4.1 Base amount.

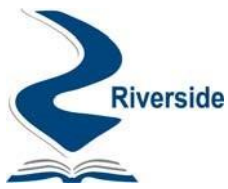
7.1.4.2 This budget will be handled through the School Board's operations.

7.2 Pertinent Legislation

7.2.1 Each of these committees must adopt a balanced budget and be accountable for its administration to the School Board.

7.2.2 Article 66 of the Education Act stipulates that the Governing Board's budget must maintain a balance between expenditures and the financial resources allocated to the Governing Board by the School Board.

7.2.3 Article 197 of the Education Act states that the Parents' Committee and Advisory Committee on Services for Handicapped Students and Students with Social Maladjustments or Learning Disabilities may have other sources of other revenues in their balanced budget.



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APPENDIX 1

1.0 Introduction

Appendix 1 is a complement to the Policy on Allocation of Resources. The general orientations outlined in the Policy are not repeated and should be read in conjunction with this appendix. The appendix may be updated and reviewed annually by the Council of Commissioners. Please see official version on Riverside School Board's website.

2.0 Criteria and Method of Allocation of Resources

2.1. Human Resources

- 2.1.1. Elementary schools should have at least one full-time support staff. Additional support staff positions are granted according to the student population (unweighted). Enrollment must be maintained for a second year by September 30th.

Elementary Schools	
Up to 349	1 school secretary
350 - 549	1 school secretary +.5 support staff
550 +	1 school secretary + 1 support staff
Secondary Schools	
RATIO 1:150 (students as of Sept. 30 th)	

- 2.1.2. Each school and center are is allocated a primary professional from Complementary Services, either a psychologist, a psycho-educator or a counsellor in re-education who is the primary link between the School Board and the schools or center.

- 2.1.3. Each school has a principal. However, if the school population (unweighted) has less than 225 students, 20% of the principal's workload will be allocated towards a dossier. This percentage is 40% if the student population (unweighted) is less than 100 students.

2.1.4. A vice-principal position is granted according to the number of school staff, regional programs and Socio-economic Environment Index (SEI) ~~the student population~~ (unweighted), as follows:

Elementary and Secondary Schools	Principal	Vice-Principal
225 to 499	1	0
500 to 899	1	1
900 to 1,499	1	2
1,500 to 1,999	1	3
2,000 to 2,599	1	4
2,600 to 3,099	1	5

We need to revise this clause following our discussions at MRC.

2.2. Material Resources

2.2.1. Schools, centers and the School Board are responsible for covering their expenses from their budgetary allocation according to the Resources Allocation Matrix attached.



Expenses	Decentralized	Centralized		Comments
	Operating budget	Operating budget	Capital budget	
Activities - Cultural, social and athletic	◆			
- Transportation for cultural, social and athletic activities	◆			
Audio-visual - Maintenance of equipment and materials	◆			
Building - Burglar alarm system - maintenance		◆		
- Fire alarm system - maintenance		◆		
- Permanent floor covering maintenance		◆		
- Cleaning materials	◆			
- Maintenance - Electrical distribution equipment		◆		
- Maintenance - HVAC systems		◆		
- Maintenance services		◆		Such as exterminator services.
- Service contract for garbage removal, snow removal and grass maintenance over the Board's contract	◆			
- Service contracts for the baseline garbage removal, snow removal and grass maintenance		◆		
- Service contracts for recuperation		◆		Some municipalities are taking care of this free of charge, others are charging the schools and centers. To avoid a disparity of treatment, the administration office is going to take care of these charges and redistribute their costs to all schools and centers.
- Minor modifications to school decided on by the principal	◆			Items with a long-term life span and depreciation value (i.e. items, which due to their nature, will be used for more than one year and for which the cost will be higher than \$1,000) must be reviewed with the Board.
Cafeteria - Maintenance of equipment attached to the building		◆		Grease interceptors, exhaust hoods, water heater.
- Operation and kitchen contact	◆			
- Purchase of equipment attached to the building			◆	Items with a long-term life span and depreciation value (i.e. items, which due to their nature, will be used for more than one year and for which the cost will be higher than \$1,000) must be reviewed with the Board.
Casual help	◆			
Communications (including telephone and postage)	◆			
Computers - Maintenance materials	◆			
- Materials and software	◆			
- Administration personnel			◆	
- Pedagogical personnel	◆			



Expenses	Decentralized	Centralized		Comments
	Operating budget	Operating budget	Capital budget	
Corporate expenses		◆		Corporate expenses include audit fees, legal fees, insurance, association costs, upkeep of archives, communication with personnel, taxpayers, parents, rental of facilities for schools and the School Board's administrative center, transportation, corporate computerized applications, private school fees for special needs students, tax collection and payroll.
Council of Commissioners' salaries and expenses		◆		
Daycare related expenses	◆			
Employee recognition	◆			
Governing Board operations	◆			
Gymnasium - Equipment attached to building			◆	Items with a long-term life span and depreciation value (i.e. items, which due to their nature, will be used for more than one year and for which the cost will be higher than \$1,000) must be reviewed with the Board.
- Furniture and other equipment	◆			Items with a long-term life span and depreciation value (i.e. items, which due to their nature, will be used for more than one year and for which the cost will be higher than \$1,000) must be reviewed with the Board.
- Maintenance equipment attached to building		◆		Motorized baskets for basketball.
- Maintenance of furniture and other equipment	◆			
Health and safety - Materials and services	◆			
Intercom system - Maintenance		◆		
Interest on late payments, NSF charges as well as recovering fees on accounts receivable	◆			
Kindergarten - Monitoring of students for 90 minutes a week	◆			
Laboratory - Maintenance of equipment attached to building		◆		Fume hoods, neutralization basin, environmental chambers, freezers, refrigerators, ice makers, water softeners, de-ionizer, acid dilution system, compressed air, water distillation systems or sterilizers, etc.
- Maintenance of other equipment	◆			Refrigerators, water softeners, etc.
- Materials and disposal of these materials	◆			

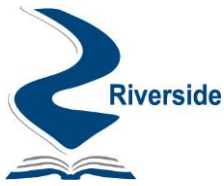


Expenses	Decentralized	Centralized		Comments
	Operating budget	Operating budget	Capital budget	
Laboratory - Purchase of equipment attached to building			◆	Fume hoods, neutralization basin, environmental chambers, freezers, refrigerators, ice makers, water softeners, de-ionizer, acid dilution system, compressed air, water distillation systems or sterilizers, etc.
- Purchase of other equipment	◆			Refrigerators, water softeners, etc.
Laboratory apparatus - Purchase, maintenance and replacement	◆			
Lease of facilities	◆	◆		
Library books	◆			
Locks and hardware - key cutting and re-keying of functionally good locks	◆			
Office materials and services	◆			
Painting of interior finishes	◆			
Photocopier - Rental and maintenance	◆			
Playground- Lineage maintenance	◆			
Playground structure - Purchase and maintenance	◆			
Rental of facilities	◆	◆		
Replacement of stolen articles	◆			
Salary mass - Adult and Vocational sectors	◆			Salary mass includes salaries, security of employment, long-term substitution for all personnel, fringe benefits, salary insurance and CNESST.
Salary mass - General Education		◆		Salary mass includes salaries, security of employment, long-term substitution for all personnel, fringe benefits, salary insurance and CNESST.
School projects decided on by the Principal	◆			Items with a long-term life span and depreciation value (i.e. items, which due to their nature, will be used for more than one year and for which the cost will be higher than \$1,000) must be reviewed with the Board.
Security guards	◆			
Short-term replacement for other personnel	◆			
Short-term substitution for teachers for educational purposes	◆			
Short-term substitution for teachers for special leave days	◆			
Shrubs and flowers - Planting and maintenance	◆			
Staff - Over baseline	◆			
Substitution for subject co-ordinators	◆			
Teachers - Educational leaves	◆			Code 33.
- Emergency substitution cost	◆			



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Expenses	Decentralized	Centralized		Comments
	Operating budget	Operating budget	Capital budget	
Teaching materials	◆			
Technology supporting special needs			◆	
Tools and textbooks - Existing program	◆			
- New program or new class			◆	
Travel expenses for school personnel	◆			
Trees - Planting and maintenance		◆		Planting required by by-laws and regulations.



Riverside School Board

Policy Name:	Policy on Transportation
Policy Number:	FXXX-20200317 replacing Policy Number F152-20140415
Date Received at Council:	March 17, 2020
Consultation Period:	March 21, 2020 to May 5, 2020
Date Approved by Council:	

The masculine gender is used throughout this document solely for purposes of readability. No discrimination is intended.

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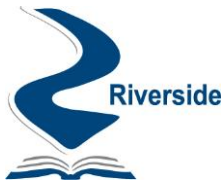
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Riverside School Board

1. Introduction

Riverside School Board's mandate is to provide educational and pedagogical services to its school population. Transportation is a complementary service that aims to facilitate accessibility to these programs. As a complementary service, the amount of resources allocated to the transportation budget must not compromise the primary objective of the school board

This Transportation Policy is adopted by Riverside School Board to establish the rules and procedures for the administration and operation of its transportation system. This policy applies to the daily transportation, to and from school, of youth-sector students living on school board territory. This may also apply to students from private institutions who are governed by agreements, historical or otherwise, and subject to the present policy.

1.1. Legal Framework

The organization of the transportation of students is regulated by the following legislation: the Quebec Education Act, the Transport Act, the Regulation respecting road vehicles used for the transportation of school children, the Highway Safety Code, and the Riverside School Board Policy to Maintain a Safe, Respectful and Drug-free Environment in Schools.

1.2. Definitions

Board	Riverside School Board
Parent	The parent or legal guardian identified as such on the student's registration form
Transportation Department	The Transportation Department of Riverside School Board
RTL	Réseau de Transport de Longueuil
Berline	A vehicle, normally a minivan or car, dedicated to school transportation
Walking Distance	The shortest distance from the student's residence to the closest access to school property, using public roads or pedestrian paths.
Kindergarten	For the purposes of this document, Kindergarten refers to four-year-old and five-year-old Kindergarten



Riverside School Board

1.3 Principle Guidelines

Riverside School Board organizes transportation services for its youth-sector students who are eligible for transportation. The responsibility of the school board begins when the student gets on the school transport and ends when they disembark. The parents are responsible for the student outside of this period. Parents of students not eligible for transport are responsible for the safety of their child going to and from school.

The transportation network is organized to provide services for the regular daily needs of all students who are eligible for transportation. In consideration of the safety of students, transportation services are not for occasional, variable or personalized services.

The student's principle address is used to determine if the student is eligible for transportation. In the case of shared custody, the parents will determine the principle address that will be entered in the student's file.

The Board through an agreement with *Réseau de Transport de Longueuil*, will organize public transportation for as many of its secondary students as possible. All students assigned to public transportation must follow the rules of the transit corporation serving their area. The parents will buy the monthly pass and ID card.

Given the limited financing available to operate a complex school transportation network, it is important that resources are used at optimum efficiency. To that end, school boards may enter into agreements to share transportation when it is of mutual interest.

In exceptional cases, when the regular transportation system cannot provide the service, particularly with regards to students with special needs, the Riverside Transportation Manager can make an agreement with the parent to transport his child.

This Policy shall come into force on the date of its adoption by the Council of Commissioners of Riverside School Board.

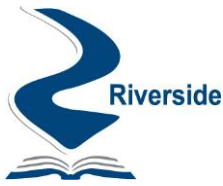
2. ELIGIBILITY FOR TRANSPORTATION

2.1 Criteria for Eligibility

A student is deemed in-zone to a school when his principle address is within a geographical attendance zone as defined in the Board's "*Planning for Our Schools*" document. A student is deemed out-of-zone to a school when his principle address is outside the attendance zone. If parents choose an out-of-zone school for their child, no transportation is provided:

Transportation will be provided to in-zone students who meet the following conditions of eligibility:

- a) kindergarten students who reside at a walking distance of 0.8 km or more from the school they attend;



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- b) elementary students who reside at a walking distance of 1.6 km or more from the school they attend;
- c) secondary students who reside at a walking distance of 2.0 km or more from the school they attend;

The walking distance is determined by the shortest distance, using public roads or footpaths, between the student's address and the closest access to the school property.

2.2. Medical Conditions

Transportation to school will be provided to students, designated by the school board, that need special services due to physical or intellectual handicaps.

In special cases, the Board may provide transportation for students who have a certified medical reason that prevents them from walking to school or to a bus stop. These exceptions will be examined in light of the student's capacity to participate in a physical education program as well as the permanence and severity of the medical condition described in the medical certificate provided annually by the parent to the school.

Parents of a child with a physical handicap must provide help in getting the child on and off the vehicle.

In the case of a child with a temporary medical condition, the student may be unable to use the regular transportation. The Board, in cooperation with the parent, will endeavour to provide transportation using available vehicles. If the student requires an adapted vehicle and none are available, other solutions may be considered (i.e. transportation provided by the parent, homebound tutoring).

2.3 Regional Programs

Transportation is provided for students attending a regional program.

2.4 Excess Student Enrolment Resulting in Student Transfer

Due to a lack of space in a school at the grade level of a child, the Board may transfer a student to another school. Transportation is then provided for the rest of the school year, after which the student returns to the in-zone school, space permitting.

2.5 Zoning Change ('Grandfather' Clause)

In the case where the Board redistributes the students among the schools and changes the geographical zone assigned to each school, a student's status may change to out-of-zone. A 'grandfather' clause is a provision in which an old rule continues to apply to some existing situations while a new rule will apply to all future cases. In this situation, the



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'grandfather' clause will apply to continue transportation to certain students who began their studies at their in-zone school but, due to a zoning change, their status changed to out-of-zone. The Grandfather Clause is described in the *Planning for Our Schools* document, produced annually.

2.6 Interboard Agreements

In certain cases, the Board cannot provide pedagogical services locally and must refer the students to specialized schools. In most cases, these schools are situated on the island of Montreal. If public transportation is not available or if a student is deemed incapable of using it, the school board provides transportation. If the student uses public transportation, the Board will reimburse a portion of the bus pass and identity card, using the current reimbursement terms.

3. SERVICE AND ORGANIZATION CRITERIA

3.1. Organization of Transportation and Travel Time

The school board will decide on the mode of transportation used to transport students, based on multiple criteria including school transportation contracts, availability of vehicles, delays, capacity, etc. This means that students may travel on yellow buses, Berlines, or use the RTL.

When possible and under normal conditions, the travel time for a student should not exceed 75 minutes. This remains an objective and should not be considered an obligation or commitment.

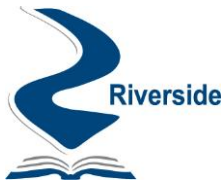
3.2. Bus Stops for School Buses

Because the Board cannot pick up every child at their home, bus stops are normally placed at street intersections. It is the responsibility of the parent to supervise their child at the bus stop to ensure their safety.

- a) Kindergarten students may be required to walk up to a maximum of 0.4 km from the nearest point of access of their property to their bus stop.

Elementary and secondary students may be required to walk up to a maximum of 0.8 km from the nearest point of access of their property to the bus stop.

- b) School bus stop locations are reviewed annually.
- c) The location of the bus stops will be established by the Transportation Department taking into consideration the safety and age of the students.
- d) When student enrolment changes during the school year, bus routes and bus stops may be added, moved, modified or eliminated.



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- e) When a parent would like a bus stop changed, the form “Request for Change in Bus Stop” must be completed and handed in to the school. The school will send the completed form to the Transportation Department for consideration. The Transportation Department will review the request and send the answer to the school within a reasonable delay. . Making a request does guarantee its approval.

3.3. RTL: Location of Bus Stops and Reimbursement to Parents

Location of Bus Stops

Students using public transportation must use bus stops that are already in place, regardless of the walking distance to the bus stop.

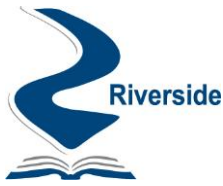
Reimbursement to Parents

- A partial reimbursement of the public transportation pass is provided to cover the school day usage.
- All secondary students who live where RTL is the designated transportation from their residence to their in-zone school are reimbursed approximately 60% of the cost of the ten monthly passes required between September and June. This includes students attending an in- or out-of-zone school served by the RTL but excludes those who live within the 2 KM walking zone of any secondary school.
- Students who attend school only part of the year will be reimbursed pro rata monthly basis
- The reimbursement will be made in one payment for the current year during the month of May.
- The cheque will be issued to the parent identified in the student’s record as of mid-February of the reimbursement year.
- Amounts owed to the school the student attends or a school previously attended will be deducted from this reimbursement.

3.4. Capacity

The maximum legal capacity is as follows:

Regular (yellow) school bus:	72 passengers
Minibus:	18-30 passengers
Berline (Minivan or car):	4 to 7 passengers depending on model of vehicle.



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On a regular school bus, the maximum capacity means that there will be three students per bench on all 24 benches. Taking into account the size of the students, whenever possible the Board will try not to exceed 60 Kindergarten or elementary students per bus and 48 secondary students per bus.

3.5. Second Address – Shared Custody and Alternative Address

The principle address determines the status and eligibility of transportation of the student. Transportation may be provided to a second address other than the principle address under the following conditions:

- a) For a shared-custody address, the parents must inform the school secretary of the second address, who will then modify the information in the student's file.
- b) For an alternative address, a form is available from the school secretary or on the board website. The parent must hand in the completed form to the school and the request must be approved by the Transportation Department.
- c) The second address must remain the same for the major portion of the school year
- d) The second address must also meet the eligibility requirements for transportation.
- e) No change will be made on a day-to-day basis.
- f) No bus stops will be added nor will bus routes be extended to accommodate second addresses.

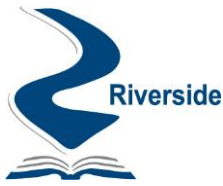
3.6. Available Seats

Available seats give students, whether they are deemed eligible or not eligible for transportation, the opportunity to use school transportation, and applies to students who are in the walking zone as well as to those who are out-of-zone to a school.

A fee will be charged for an available seat. . Details regarding the fees and terms are available on the application form.

The conditions are as follows:

- a) To obtain an Available Seat, the form "Request for Available Seats" must be completed and signed by the parent and submitted to the school along with a cheque for the fee. The form is available on the Board website or from the school secretary. The school will forward the completed form to the Transportation Department for evaluation. Making a request does not guarantee approval. The request is only valid for the current school year.

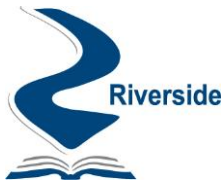


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- b) If the application is received by July 1st, the available seat will be ready by the first day of the school year. If the application is received between July 1st and October 5th, it will be processed by October 15th. If the application is received after October 5th, the processing delay will be up to 10 days.
- c) If the number of requests exceeds the number of available seats, the school will recommend to the Transportation Department, which students are to be transported according to age and distance.
- d) The service is not guaranteed for the year and is subject to availability. In the unlikely event that seats are required for new registrations during the year or there is a change in bus routes, the Transportation Department will determine which students will no longer have an available Seat. The Transportation Department will advise the School and the parents and issue a pro-rata refund.
- e) There will be no bus stops added and the bus routes will not be extended or modified to accommodate these students. The arrival and departure time of the buses must be respected and will not be changed to accommodate these students.

3.7. Transportable Items

- In order to ensure the safety and protection of passengers on school buses, drivers must control the transport of luggage and equipment, in conformity with certain rules. Article 519.8 of the “*Code de la sécurité routière*” (The Highway Safety Code) states that only hand baggage is permitted on a school bus.
- As a school Board rule, acceptable hand baggage must measure no more than 65 cm x 40 cm x 35 cm (26” x 16” x 14”).
- Students must hold their bags on their laps without obstructing normal access to the aisle or bench.
- A student may carry no more than two (2) bags on the school bus (one conventional schoolbag and one other).
- The following items are prohibited from being transported on the bus:
 - Golf bags and equipment
 - Baseball bat
 - Musical instruments that exceed the measurements mentioned above.
 - Skateboards or scooters
 - Skates without a rigid case, or a sturdy bag and skate guards.
 - Hockey sticks and sports bags that exceed the measurements mentioned above.
 - Snowboards, alpine or cross-country ski equipment
 - Animals



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- Snowshoes, toboggans
 - Umbrellas unless they are collapsible
 - Construction paper that is not rolled
 - Items that pose a safety risk for students
- All bus drivers must strictly adhere to these guidelines. As well, students must be reminded of these regulations by the school.

3.8 Video Monitoring

Video monitoring equipment may be used by the Transportation Department, on board the bus, when deemed necessary, to ensure the safe transportation of students. All other forms of photography and video monitoring are prohibited.

3.9 Daycare

- a) Students registered in daycare do not relinquish their transportation eligibility if they require bussing later during the year.
- b) In the best interests of the child, if there is a change to the schedule of the child taking the bus, the parent must notify the school at least one week in advance.
- c) The school will not accept requests for changes to the daily schedule of the student except in the case of an emergency.

3.10 Passe-Partout

Parents of these students must provide transportation.

3.11 Student Transfers Resulting from Application of *Policy to Maintain a Safe, Healthy and Drug-free School*.

Under specific conditions as outlined in the 'Policy to Maintain a Safe, Respectful, and Drug-Free Environment in Schools', the Director General can transfer a student to another Riverside school. Neither transportation nor public transportation reimbursement is provided. Some situations are dealt with on a case-by-case basis by the Director General. The parent will assume additional costs for transportation. If the student was eligible for the public transportation reimbursement and is transferred during the year, the parent will receive the public transportation reimbursement for the period of time up to the time of transfer.

3.12 School Closures

Due to exceptional circumstances, it may happen that some or all schools may be temporarily closed during a regular school day. (Bad weather conditions, poor driving conditions, or other). Only the Director General or his delegate has the authority to close one or more schools when circumstances warrant it.

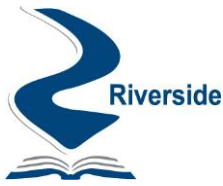


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When possible, the decision to close some or all schools will be made before 6:15 a.m. The information will be posted on the school board website and Facebook page.

4.0. Bus Safety Code of Conduct

- Students are expected to behave in a responsible manner at all times. Common courtesy, good manners and mutual respect, as well as accountability and responsibility, are an integral part of youth education.
- Student behaviour on the bus is addressed by the school administration. A disciplinary guideline is provided to the schools for their consideration.
- The Board must ensure safe and secure transportation for all students.
- The students must comply with the behaviour code stated in Roles & Responsibilities (Section 5) and any rules included in the school's code of conduct
- The bus driver and/or transport company will report a student's problematic behaviour to the school using the standard bus report form.
- The school administrator has the authority to deal with student behaviour in the manner that he deems necessary. When appropriate, the principle of progressive disciplinary action is applied.
- The school deals with the student according to its code of conduct and the particular needs of the student.
- Students should be made aware that their inappropriate behaviour might lead to a suspension of transportation services. The following steps are recommended:
 - The driver asks the student to correct his behaviour.
 - If the behaviour persists, the driver makes a *first* written report that is sent to the school. A school administrator discusses the report with the student. The date should be logged for future reference.
 - If the behaviour persists, the driver makes a *second* written report. The school administrator notifies the parents either by phone or letter. In the case of a verbal notice, the date and name of the parent spoken to should be logged for future reference.
 - If the behaviour still persists, the driver makes a *third* written report. The school administrator normally notifies the parents of a suspension from the bus for a few days and if required holds a meeting with the parents.
 - Subsequent events reported by the driver should entail progressively longer suspensions, which could include an indefinite suspension. Parents should be met prior to a long-term or indefinite suspension.
- Certain serious inappropriate behaviour can lead directly to a suspension.
- Riverside School Board's "*Policy to Maintain a Safe, Respectful and Drug-Free Environment in Schools*" applies to all transportation.



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- Students transported by *Réseau de transport de Longueuil* (RTL) are subject to the RTL code of conduct.
- The school should contact the Transportation Department or the RTL supervisor when issues are related to the bus driver.
- The school administrator may discuss specific student problems with the Transportation Manager in order to arrive at a fair resolution.

5. ROLES AND RESPONSIBILITIES

The Transportation Department shall:

- establish eligibility for transportation;
- ensure that all contractual obligations are fulfilled;
- establish all bus routes, bus stops and schedules;
- ensure adequate space on all buses for students travelling to and from schools;
- assist the school administration, bus drivers, parents and others with solutions to problems occurring on vehicles or at bus stops;
- promote student safety through student and parent awareness of transportation policies and procedures.

Transportation contractors shall:

- provide contracted services to the Board;
- ensure that each driver hired is qualified and properly licensed before allowing him or her to drive a vehicle under contract with the Board;
- follow through on all concerns received from the school or Transportation Department;
- advise the Transportation Department and the schools immediately of all accidents involving vehicles under contract;
- inform the drivers of the transportation policies and procedures of the Board;
- advise drivers to return a kindergarten student to the school if there is nobody at the bus stop to meet him or her;
- assist and co-operate fully with the Transportation Department in all matters pertaining to driver discipline;
- maintain vehicle cleanliness inside and out at all times;
- maintain and repair all vehicles as required by provincial regulation and as stipulated in the contract;
- forward recommendations from the drivers regarding matters of safety to the Transportation Department.

The driver shall:

- respect the scheduled times, routes, and stop locations determined by the Board;
- not arrive unnecessarily early at school;
- whenever feasible, turn engine off when waiting at school;
- report all accidents and injuries immediately and follow-up with a written report.
- keep a copy of the bus route on the bus at all times;



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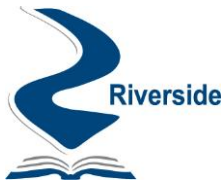
- respect all laws regulating the driving of a school bus as stipulated by the provincial highway code;
- drive in a manner that ensures the safety of all passengers;
- make recommendations regarding the safety of students to the bus contractor in conjunction with the school administration;
- maintain discipline on the school bus;
- report all behaviour problems to the school administrator using established procedures;
- return a kindergarten student to the school if there is nobody at the bus stop to meet him or her;
- not refuse, on his own authority, to transport students identified by the Board.

The school administration shall:

- ensure that all information on students is current and that all new registrations, changes and/or deletions are promptly updated in the GPI system;
- supervise the arrival and the departure of school buses;
- advise parents that bus drivers will return a kindergarten student to the school if there is nobody at the bus stop to meet him or her;
- discipline students who violate the rules;
- inform the Transportation Department of concerns and suggestions for improvement;
- forward to the Transportation Department all requests for transportation services;
- ensure that the Transportation Policy of the Board are communicated to students and parents;
- inform the parent of a 'transferred' student (transferred for reasons of overcrowding) that transportation to the other school is valid only for the period of time that the student is transferred. When the student is transferred back to their zoned school, transportation resumes to that school.

Students shall:

- use only the bus they are assigned;
- respect the authority of the driver;
- refrain from the use of profane or obscene language or discriminatory remarks;
- be at the bus stop ahead of time (10 minutes);
- stay well clear of a moving bus and wait until it comes to a full stop before approaching;
- line up in single file when boarding a bus and then move to the rear and take a seat;
- remain seated, talk quietly, and not eat or drink on the bus;
- not engage in anti-social behaviour such as spitting, littering, fighting, etc.;
- avoid shoving, pushing, etc., especially when boarding or leaving the bus;
- never place head or arms out of bus windows;
- use the emergency exits in an emergency only;
- not tamper with any bus equipment or mechanism;
- not distract the driver by conversing with him or by misbehaving;
- not throw anything inside the bus or out of the windows;
- respect the no smoking rule on school buses;
- not use any alcohol or drugs;



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- assume the cost of repairs for damages for which they have been deemed responsible;
- wait until the bus comes to a complete stop before leaving their seats and descend in a single file;
- walk a safe distance away from the bus, so that the driver can see them and know that they are safe;
- where applicable, always cross in front of the bus while lights are flashing and always proceed with utmost caution, in full view of the driver;
- use only assigned seat, if, for disciplinary or safety reasons, the bus driver deems this measure to be necessary;
- obey the driver's instructions at all times;
- identify themselves correctly, by name, upon the request of the driver;
- follow the rules concerning the carrying of equipment as stipulated in Section 3.7.
- not use any form of photography or video monitoring on or around the school bus.

The parents shall:

- review with their children the safety procedures and rules of conduct contained in the information provided by the Board or in the school's code of conduct;
- inform the school of any changes in personal information i.e. home address, alternate address, telephone number, etc.;
- forward to the school administration all requests concerning transportation services;
- assume all costs for wilful damage done by their child to the school bus or property of others;
- be responsible for the supervision of their children at the bus stop, as well as between home and the bus stop;
- ensure that the child is at the bus stop 10 minutes before the bus is to arrive;
- have a back-up plan in the event that the child misses the bus or if the bus does not arrive.



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The private schools shall:

- in early May, provide the Board with an up to date list of students to be transported for the following year;
- update promptly all registrations, changes and deletions of the student list with the Transportation Department;
- inform parents of their child's bus route and rules of behaviour at the start of the year;
- deal with parental concerns;
- communicate any problems to the Transportation Department;
- support the Transportation Department in applying its policy and procedures;
- not modify its school hours without an agreement with the Transportation Department;
- pay promptly all sums owed to the Board.



COMMUNICATION COMMITTEE MANDATE 2019-2020

The Communication Committee's mandate is to collaborate with the Communication Officer and the Office of the Director General to ensure prompt exchanges with regards to current events and activities in the community, to develop initiatives to promote Riverside School Board schools and centres, to keep its community well informed.

Specific tasks include:

- Review the Communication Policy as needed;
- Inform the Council of Commissioners, in a timely manner, of any communications originating from the Communications Committee;
- Encourage schools and centres to communicate with their community on a regular basis;
- Create a calendar of events and announcements along with a bank of ideas to be referred to regularly and review at the end of each school year;
- Oversee and approve all use of the Riverside School Board name, logo and any and all related acronyms or initials pertaining to the use of the Riverside School Board name;
- Other roles and functions which may be assigned to it by the Council of Commissioners;
- Review the Mandate on an annual basis.

Date of adoption by Communication Committee: February 18, 2020

Date of adoption by Council of Commissioners:

