Minutes of the Regular Meeting of the Council of Commissioners of the Lester B. Pearson School Board held Monday, October 26, 2015 at 1925 Brookdale Avenue, Dorval, QC. Notice was given at the Regular Meeting of May 25, 2015 by By-law 1(2015) and sent out on October 23, 2015 in accordance with the procedures of the Lester B. Pearson School Board, and with Section 162 of the Education Act. This meeting was “Live Webcast”.

PRESENT:
Parent Commissioners: S. Bhargava, F. Clarke, M. Nalecz.
Student Commissioners: C. Leitman, T. Nacke.
Administration: M. Chechile, Director General; S. Balleine, Assistant Director General; C. Heffernan, Assistant Director General; F. Hamel, Director of Corporate Affairs & Legal Services; G. Dugré, Secretary General, J. Hendry, Coordinator of Communications & Marketing.
Recording Secretary: S. Kaley, Exec. Secretary
ABSENT: Commissioner C. Berger, Parent Commissioner S. Buckingham
ALSO PRESENT: Unions and Associations: None
Public: C. Eustace, Christine Regimbal, Citizens.

Presentation: Nil

The meeting was called to order at 7:39 p.m.

1. APPROVAL OF THE AGENDA
IT WAS MOVED BY Vice Chair N. Burke AND UNANIMOUSLY RESOLVED that the agenda be modified by moving up item 15.8 Resolution: 2014-2015 Financial Statements, to item 5.2.

Vote:
12 in favor
None opposed
No abstentions

IT WAS MOVED BY Chair S. Stein Day to approve the agenda as modified.
CARRIED

2. APPROVAL OF THE MINUTES

2.1 Regular Meeting held on September 28, 2015
IT WAS MOVED BY Parent Commissioner S. Bhargava:
THAT the minutes of the regular meeting held on September 28, 2015 be approved.
CARRIED

2.2 Business Arising from the Minutes of September 28, 2015: Nil
3. PRIORITIES

3.1 Chair’s Report
IT WAS MOVED BY Chair S. Stein Day:
THAT the Chair’s written report, as contained in Vol. XVIII No. 3/Draft (October 2015) of The Pearson News, be received.
CARRIED

3.2 Director General’s Report
IT WAS MOVED BY Chair S. Stein Day:
THAT the Director General’s written report, as contained in Vol. XVIII No. 3/Draft (October 2015) of The Pearson News, be received.
CARRIED

3.3 Appointment of Student Commissioners

Resolution number 2015-10-#01

WHEREAS the Council of Commissioners values the importance of student leadership and the contribution our student leaders make to the learning process; and

WHEREAS in accordance with section 211.1 of the Education Act, “the school board must adopt a policy on introducing students to democracy in schools, providing, in particular, for a form of student representation with the council of commissioners”; and

WHEREAS by Resolution 2012-11-#01, the Council of Commissioners adopted the Policy on Student Representation at the Lester B. Pearson School Board; and

WHEREAS, per said policy, the students elected their representatives to Council; and

WHEREAS, the student commissioners must be appointed by the Council of Commissioners in order to begin their term:

WHEREFORE IT WAS MOVED BY Commissioner J. Arless AND UNANIMOUSLY RESOLVED:

THAT the Council of Commissioners appoint Cierra Leitman and Tyler Nacke as the Student Commissioners at the Lester B. Pearson School Board, for the term ending September 30, 2016.

Vote:
12 in favor
None opposed
No abstentions
CARRIED
The two (2) Student Commissioners took oath to fulfill their duties faithfully and to the best of their judgment and capacity.

4. UNIONS AND EMPLOYEE ASSOCIATIONS: Nil

5. QUESTIONS FROM THE PUBLIC: Nil

5.1 2014-2015 Financial Statements

Resolution number 2015-10-#02

WHEREAS the Lester B. Pearson School Board must submit its financial statements for the 2014-2015 school year in the format required by the Comité de gestion de la taxe scolaire de l’île de Montréal and the Ministère de l’Éducation, de l’Enseignement supérieur et de la Recherche; and

WHEREAS in accordance with the provisions of section 286 of the Education Act, public notice has duly been given; and

WHEREAS the External Auditors have given their opinion that the financial statements present fairly, in all material respects, the financial position of the Lester B. Pearson School Board as at June 30, 2015, and the results of its activities, the changes in its net financials assets (net debt) and its cash flows for the year then ended in accordance with the Canadian public sector accounting standards; and

WHEREAS, at its meeting of October 20, 2015, the Audit Committee reviewed the 2014-2015 financial statements and proposed their acceptance:

WHEREFORE IT WAS MOVED BY Commissioner L. Derry AND UNANIMOUSLY RESOLVED:

THAT acceptance be given to the Lester B. Pearson School Board 2014-2015 Financial Statements for submission to the Comité de gestion de la taxe scolaire de l’île de Montréal and the Ministère de l’Éducation, de l’Enseignement supérieur et de la Recherche showing revenues of $278,183,677 and expenses of $281,510,342 with an excess of expenditures over revenues of $3,326,665.

Christine Regimbal, Auditor from Raymond Chabot Grant Thornton presented the audit results.

Commissioner J. Arless left the meeting.
Vote:
11 in favor
None opposed
No abstentions
CARRIED

6. INTERNAL COMMUNICATIONS: Nil

7. EDUCATION

7.1 Education Committee Report
IT WAS MOVED BY Commissioner D. Olivenstein:
THAT the written report, on the Education Committee meeting held on October 5, 2015, be received.
CARRIED

7.2 Special Needs Advisory Committee (SNAC) Report
IT WAS MOVED BY Commissioner D. Olivenstein:
THAT the written reports, on the SNAC meetings held on September 30, 2015 and October 21, 2015 be received.
CARRIED

7.3 Partnership Agreement between PACC and the Donald Berman Maimonides Geriatric Centre
Following the reading of the resolution:
IT WAS MOVED BY Commissioner F. di Bello AND UNANIMOUSLY RESOLVED:
THAT a friendly amendment be made, in the first WHEREAS, adding when the partnership started.
CARRIED

Resolution number 2015-10-#03

WHEREAS there is an intention to continue a partnership between the Lester B. Pearson School Board and the Donald Berman Maimonides Geriatric Centre, namely the establishment of the Donald Berman Maimonides-PACC Learning Institute, which started in 2010; and

WHEREAS this partnership builds upon an existing agreement between Pearson Adult and Career Centre and Donald Berman Maimonides Geriatric Centre that sanctions the supervised training of students registered in the Health Assistance and Nursing Care programs in a clinical setting at the Donald Berman Maimonides Geriatric Centre; and

WHEREAS there is a need to renew the agreement starting November 2015 for
a period of three (3) years ending June 2018; and

WHEREAS the administration of the School Board has reviewed the agreement entitled *Vocational Education Agreement between Lester B. Pearson School Board and Donald Berman Maimonides Geriatric Centre 2015-2018* and determined that it is to the benefit of the School Board; and

WHEREAS, at its meeting of October 5, 2015, the Education Committee recommended the approval of said agreement:

WHEREFORE IT WAS MOVED BY Commissioner E. Bender AND UNANIMOUSLY RESOLVED:

THAT the Lester B. Pearson School Board approve the agreement entitled *Vocational Education Agreement between Lester B. Pearson School Board and Donald Berman Maimonides Geriatric Centre 2015-2018* between the Donald Berman Maimonides Geriatric Centre and the Lester B. Pearson School Board; and

THAT the Chair and the Director General be authorized to sign this agreement for, and on behalf of, the Lester B. Pearson School Board.

Vote:
11 in favor
None opposed
No abstentions
**CARRIED as amended**
(*This document is appended to and forms an integral part of the minutes.)*

7.4 Education Committee Mandate

*Resolution number 2015-10-#04*

WHEREAS the current Education Committee Mandate is dated for the 2012-2013 school year; and

WHEREAS the mandate of the Education Committee remains unchanged:

WHEREFORE IT WAS MOVED BY Commissioner D. Olivenstein AND UNANIMOUSLY RESOLVED:

THAT the mandate of the Education Committee be defined as follows until otherwise modified:
Education Committee Mandate

The mandate of the Education Committee is:

A. To study and oversee the development of policies, procedures, programs and (in cooperation with other standing and advisory committees of Council) the facilities related to educational and complementary educational services in the day care, kindergarten (4 & 5), youth, adult, and vocational sectors of the LBPSB;

B. To evaluate the implementation of policies, procedures, programs and (in cooperation with other standing and advisory committees of Council) the facilities related to educational and complementary educational services in the day care, kindergarten (4 & 5), youth, adult, and vocational sectors of the LBPSB and to make appropriate recommendations to Council;

C. To undertake any other tasks assigned to it by Council;

D. To report to Council on a monthly basis during the school year.

Vote:
11 in favor
None opposed
No abstentions
CARRIED

8. HUMAN RESOURCES

8.1 Human Resources Committee Report: Nil

9. EXECUTIVE

9.1 Executive Committee Report
IT WAS MOVED BY Commissioner M. Sherman:
THAT the written report, on the Executive Committee meeting held on October 20, 2015, be received.
CARRIED

10. AUDIT

10.1 Audit Committee Report:
IT WAS MOVED BY Commissioner D. Pavone:
THAT the written report, on the Audit Committee meeting held on October 26, 2015, be received.
CARRIED
11. **GOVERNANCE AND ETHICS**

11.1 Governance and Ethics Committee Report: Nil

12. **FACILITIES AND SECURITY**

12.1 Facilities and Security Report
IT WAS MOVED BY Commissioner D. Pavone:
THAT the written report, on the Facilities and Security Committee meeting held on October 13, 2015, be received.
CARRIED

12.2 Professional services – Beurling Academy – Washroom renovations (Project #1502) – Mesure #50620

**Resolution number 2015-10-#05**

WHEREAS the Lester B. Pearson School Board received a grant, under Mesure #50620, to perform building work at selected schools; and

WHEREAS, by Resolutions 2013-10-#05 and 2014-11-#13, the Lester B. Pearson School Board approved six (6) architectural firms to provide architectural and other professional services on selected projects for a period of three (3) years; and

WHEREAS public notice was given, calling for the tendering of bids for professional services, and five (5) bids have been opened and recorded; and

WHEREAS a selection committee was formed in accordance to the *Regulation Respecting the Service Contracts of Public Bodies* and the *Act Respecting Contracting by Public Bodies*; and

WHEREAS the professionals will be paid standard fees as prescribed in the regulation entitled *Regulation on Engineers’ Fees for Professional Services to the Government* and *Regulation on Architects’ Fees for Professional Services to the Government*; and

WHEREAS the selection committee determined that the proposal received from ANA Architecture inc. was the bidder having the highest final score for quality as per the *Regulation Respecting the Service Contracts of Public Bodies* and the *Act Respecting Contracting by Public Bodies*:

WHEREFORE IT WAS MOVED BY Commissioner M. Davis AND UNANIMOUSLY RESOLVED:

THAT the professional services contract for the washroom renovations (Project
#1502) at Beurling Academy be awarded, in accordance with the tender
documents, to the bidder with the highest final score for quality, to ANA
Architecture inc.; and

THAT the Chair and Director General of the School Board be authorized to
sign said contract for, and on behalf of, the Lester B. Pearson School
Board.

Vote:
11 in favor
None opposed
No abstentions
CARRIED

12.3 Professional services - Dorval Elementary - Windows replacement and brick repair
(Project #1501) – Mesure #50620

Resolution number 2015-10-#06

WHEREAS the Lester B. Pearson School Board received a grant, under
Mesure #50620, to perform building work at selected schools; and

WHEREAS, by Resolutions 2013-10-#05 and 2014-11-#13, the Lester B.
Pearson School Board approved six (6) architectural firms to provide
architectural and other professional services on selected projects for a
period of three (3) years; and

WHEREAS public notice was given, calling for the tendering of bids for
professional services, and five (5) bids have been opened and recorded;
and

WHEREAS a selection committee was formed in accordance to the Regulation
Respecting the Service Contracts of Public Bodies and the Act Respecting
Contracting by Public Bodies; and

WHEREAS the professionals will be paid standard fees as prescribed in the
regulation entitled Regulation on Engineers’ Fees for Professional
Services to the Government and Regulation on Architects’ Fees for
Professional Services to the Government; and

WHEREAS the selection committee determined that the proposal received from
ANA Architecture inc. was the bidder having the highest final score for
quality as per the Regulation Respecting the Service Contracts of Public
Bodies and the Act Respecting Contracting by Public Bodies:

WHEREFORE IT WAS MOVED BY Commissioner L. Derry AND
UNANIMOUSLY RESOLVED:
THAT the professional services contract for the replacement of windows and brick repair (Project #1501) at Dorval Elementary be awarded, in accordance with the tender documents, to ANA Architecture inc.; and

THAT the Chair and Director General of the School Board be authorized to sign said contract for, and on behalf of, the Lester B. Pearson School Board.

Vote:
11 in favor
None opposed
No abstentions
CARRIED

12.4 Facilities - Christmas Park Elementary – Additional decontamination work (Project #1423) Change order #03

Resolution number 2015-10-#07

WHEREAS the Lester B. Pearson School Board received a grant, under File #AMT 2014-2015, to perform building work and a grant, under Land Rehabilitation Program (2014-2015), to perform land rehabilitation work at selected schools; and

WHEREAS, by Resolution 2015-04-#10, the Lester B. Pearson School Board awarded a contract for the floor tile replacement and land rehabilitation work at Christmas Park Elementary School to Les Entreprises J. Piccioni inc. (hereafter called the contractor); and

WHEREAS additional land rehabilitation work is required to complete the project as recommended by the professionals hired by the School Board, the architectural firm Birtz Bastien Beaudoin Laforest Architectes inc. and the engineering firm Construction & Expertise PG; and

WHEREAS the architectural firm Birtz Bastien Beaudoin Laforest Architects inc. and their engineering sub-consultant firm Construction & Expertise PG analyzed the change order #03 for the additional land rehabilitation work submitted by Les Entreprises J. Piccioni inc.; and

WHEREAS, at its meeting of October 13, 2015, the Facilities and Security Committee recommended that the change order #03 be approved:

WHEREFORE IT WAS MOVED BY Commissioner E. Bender AND UNANIMOUSLY RESOLVED:

THAT change order #03, for the amount of $115,846.90 (plus taxes) for additional
land rehabilitation work by Les Entreprises J. Piccioni inc. at Christmas Park Elementary School be approved; and

THAT the Chair and Director General of the School Board be authorized to sign the change order for, and on behalf of, the Lester B. Pearson School Board.

Vote:
11 in favor
None opposed
No abstentions
CARRIED

13. COMMUNICATIONS

13.1 Communications & Innovations Committee Report
IT WAS MOVED BY Commissioner L. Derry:
THAT the written report, on the Communications & Innovations Committee meeting held in September 2015, be received.
CARRIED

14. OTHER REPORTS

14.1 Central Parents’ Committee Report
IT WAS MOVED BY Commissioner S. Bhargava:
THAT the written report, on the Central Parents’ Committee meeting held on October 8, 2015, be received.
CARRIED

14.2 Central Students’ Committee Report
IT WAS MOVED BY Student Commissioners C. Leitman and T. Nacke:
THAT the written report, on the Central Students’ Committee meeting held on October 17, 2015, be received.
CARRIED

14.3 School Tax Management Committee
IT WAS MOVED BY Commissioner F. di Bello:
THAT the verbal report, on the School Tax Management Committee meeting held in October 2015, be received.
CARRIED

14.4 Quebec English School Boards Association Report
IT WAS MOVED BY Commissioner N. Burke:
THAT the written report, on the Quebec English School Boards Association meeting held on October 16, 2015, be received.
CARRIED
14.5 Intercultural Advisory Committee Report: Nil

14.6 Pearson Education Foundation Report
IT WAS MOVED BY Commissioner N. Beaton:
THAT the written report, highlighting the Pearson Educational Foundation October 2015 Newsletter, be received.
CARRIED

14.7 Transportation Advisory Committee Report: Nil

14.8 International Committee Report: Nil

15. CORPORATE BUSINESS

15.1 Correspondence

1. Volunteer West Island’s Quoi de Neuf Newsletter #94, English & French.
   • In collaboration with Volunteer West Island, Pharmascience held their annual Community Partnership Day.
   • Volunteer West Island lists the 2015-2016 schedule for their Seniors Cafè.

   • Request for information regarding the teacher negotiations and actions taken by LBPSB.

IT WAS MOVED BY Chair S. Stein Day:
THAT the items of correspondence be received.
CARRIED

15.2 Student Ombudsman Annual Report

Resolution number 2015-10-#08

WHEREAS as per section 220.2 of the Education Act, the Student Ombudsman must send the school board an annual report stating the number of complaint referrals received and their nature, the corrective measures recommended, if any, and any action taken:

WHEREFORE IT WAS MOVED BY Commissioner M. Sherman AND UNANIMOUSLY RESOLVED:

THAT the 2014-2015 Annual Report presented by the Lester B. Pearson School Board’s Student Ombudsman be received.
WHEREAS the Comité de gestion de la taxe scolaire de l’île de Montréal put into place a Cooperative Group Purchasing Plan; and

WHEREAS the regulations of said plan give each school board the option of participating for the 2016-2017 school year in the purchase of any or all of the items being negotiated; and

WHEREAS, at its meeting of October 20, 2015, the Executive Committee recommended that approval be given for the Lester B. Pearson School Board’s participation in the Group Purchasing Plan (Supplies) for the 2016-2017 school year, subject to the rights of withdrawal as defined in the regulations of said plan, for the following products:

For the Board’s Purchasing Department: Computer supplies, paper, office supplies, envelopes & various printing services, and art supplies;

For the Board’s Equipment Services Department (Maintenance): Ballasts, fluorescent tubes & incandescent lamps, garbage bags, hand towels & toilet paper, chemical products & cleaning supplies, and heating oil:

WHEREFORE IT WAS MOVED BY Commissioner N. Burke AND UNANIMOUSLY RESOLVED:

THAT approval be given for the Lester B. Pearson School Board’s participation in the Comité de gestion de la taxe scolaire de l’île de Montréal Group Purchasing Plan (Supplies) for the 2016-2017 school year for the above mentioned products, subject to the rights of withdrawal as defined in the regulations of said plan.

Vote:
11 in favor
None opposed
No abstentions
CARRIED
Resolution number 2015-10-#10

WHEREAS there are approximately 190 leased photocopiers in operation throughout the network of schools/centres and offices of the Lester B. Pearson School Board, with contract expiration dates for 100 of them scheduled to occur from September 1, 2015 to August 31, 2018; and

WHEREAS a public notice was given, calling for tendering of bids to supply the School Board with multifunction photocopiers due for renewal during the 12 month period extending from September 1, 2015 to August 31, 2016 with a possibility of two (2) additional one (1) year terms; and

WHEREAS the contract would provide exclusive rights for the replacement of expired photocopiers and provide exclusive rights for any new requirements; and

WHEREAS the terms and conditions of these requirements are stipulated within the tender documents; and

WHEREAS historical consumptions were used to estimate the approximate amount of copies that would be printed; and

WHEREAS five (5) tenders were received and recorded; and

WHEREAS a selection committee analyzed the tenders in accordance with the Act Respecting Contracting by Public Bodies; and

WHEREAS the selection committee recommends that the contract be awarded to the lowest adjusted price received by Konica Minolta, in accordance to section 23 of the Act Respecting Contracting by Public Bodies:

WHEREFORE IT WAS MOVED BY Commissioner D. Pavone AND UNANIMOUSLY RESOLVED:

THAT the contract for the supply and servicing of all low, mid and high-volume multifunction photocopiers whose contracts are scheduled for renewal during the 36 month period extending from September 1, 2015 to August 31, 2018 be awarded to Konica Minolta, for the estimated amount of $1,036,108 (plus taxes); and

THAT the Chair and the Director General be authorized to sign said contract for, and on behalf of, the Lester B. Pearson School Board.
Vote:
11 in favor
None opposed
No abstentions
CARRIED

15.5  Governing Board Membership – Continuing Education Centres

Resolution number 2015-10-#11

WHEREAS in accordance with section 102 of the Education Act, the School Board must appoint, for each centre, individuals from the socio-economic and community groups in the territory principally served by the centre and individuals from enterprises of the region which, in the case of a vocational training centre, operate in economic sectors corresponding to the vocational education programs offered by the centre; and

WHEREAS, at its meeting of October 5, 2015, the Education Committee has recommended representatives from the socio-economic sectors and community groups, and representatives from the enterprises group to sit on the Governing Boards of each of the centres:

WHEREFORE IT WAS MOVED BY Commissioner N. Beaton AND UNANIMOUSLY RESOLVED:

THAT the Continuing Education Governing Board Representation list be approved for a maximum of two (2) years, as per the attached list:

Continuing Education Governing Board Representation List

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<thead>
<tr>
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<tr>
<td>PACC VOC.</td>
<td>Philippe Tisseur Tamara Lorinck</td>
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<td>PACC ADULT</td>
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<td>Cynthia Némorin Judy Kelley</td>
<td>Tanya Hartt</td>
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<tr>
<td>PEC</td>
<td>Michel Gibson Ken Elliott</td>
<td>Guylaine Boisvert Brian Deane</td>
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<tr>
<td>GRBA</td>
<td>Pamela Bachner Stephanie Slade</td>
<td>Laura Fraraccio</td>
</tr>
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15.6  By-law 1.5/2015 - Rules of Internal Management of the Council of Commissioners and the Executive Committee

Resolution number 2015-10-#12

WHEREAS, by virtue of Resolution 2014-12-#09, the Governance and Ethics Committee is mandated to develop, update and oversee the Rules of Internal Management of the Council of Commissioners and Executive Committee; and

WHEREAS at its meeting of October 14, 2015, the Governance and Ethics Committee reviewed said document:

WHEREFORE IT WAS MOVED BY Commissioner D. Olivenstein AND UNANIMOUSLY RESOLVED:

THAT the Lester B. Pearson School Board revised Rules of Internal Management of the Council of Commissioners and the Executive Committee document be adopted and come into force on the day of the publication of a public notice.

IT WAS ALSO MOVED BY Commissioner E. Bender AND UNANIMOUSLY RESOLVED:

THAT a friendly amendment be made to the Rules of Internal Management of the Council of Commissioners and the Executive Committee document to mention in said rules that Co-opted Commissioners (should Council decide to appoint them) and Student Commissioners be allowed to move resolutions.

CARRIED

Vote:
11 in favor
None opposed
No abstentions
CARRIED as amended

(This document is appended to and forms an integral part of the minutes.)
Resolution number 2015-10-#13

WHEREAS section 8 of the Act Respecting Access to Documents Held by Public Bodies and the Protection of Personal Information states that all duties conferred by this Act may be delegated to a member of the management staff of the school board, who shall be designated as the person in charge of access to documents and the protection of personal information; and

WHEREAS the Education Act requires that, to delegate some of its functions and powers, the Council of Commissioners must do so through by-law, and that such functions and powers so delegated to be performed under the direction of the Director General:

WHEREFORE IT WAS MOVED BY Commissioner W. Clifford AND UNANIMOUSLY RESOLVED:

THAT in accordance with section 174 of the Education Act, approval be given to by-law 3/2015-#02, designating the Secretary General, Geneviève Dugré, as the person in charge of access to documents and of the protection of personal information for the Lester B. Pearson School Board; and

THAT the by-law 3/2015 be abrogated as of the date that the present by-law 3/2015-#02 comes into force.

Vote:
11 in favor
None opposed
No abstentions
CARRIED

16. OTHER BUSINESS
Parent Commissioner S. Bhargava requests the timeline for Major School Change.
Responses by: S. Stein Day, Chair

17. UNIONS AND EMPLOYEE ASSOCIATIONS: Nil

18. FURTHER QUESTIONS FROM THE PUBLIC: Nil
19. ADJOURNMENT:
IT WAS MOVED BY Commissioner F. di Bello:
THAT, there being no further business to discuss, the meeting adjourn at 9:17 p.m.
CARRIED

Attachments (listed by/with Agenda Item number):
Agenda item: 7.3 Partnership Agreement between PACC and the Donald Berman Maimonides Geriatric Centre
15.2 Student Ombudsman Annual Report
15.6 By-law 1.5/2015 - Rules of Internal Management of the Council of Commissioners and the Executive Committee
VOCATIONAL EDUCATION AGREEMENT

BETWEEN

LESTER B. PEARSON SCHOOL BOARD

AND

DONALD BERMAN MAIMONIDES GERIATRIC CENTRE

2015 – 2018
The Lester B. Pearson School Board (LBPSB) offers the Program of Health Assistance and Nursing Care (Formation d'appoint) (5825) as authorized by the Ministère de l'Éducation, de l'Enseignement supérieur et de Recherche (MEESR). The Donald Berman Maimonides Geriatric Centre (DBMGC) wishes to enter into a partnership whereby the program Health Assistance and Nursing Care will be delivered within the confines of the Donald Berman Maimonides Geriatric Centre in Cote St. Luc, Montreal.

1. **HUMAN RESOURCES**

   The LBPSB will hire teaching personnel and apply the collective agreement accordingly. All instructional personnel will be under the responsibility of LBPSB.

2. **SUPPORT RESOURCES**

   The DBMGC will assist in the promotion of the project for the purposes of attracting interested students and refer them to LBPSB for registration. The LBPSB will be responsible for student issues, including attendance, evaluation, supervision and follow-up. The LBPSB will be responsible for transmission of registration and marks as these are received. As these students are officially registered with the LBPSB, they will be included in the LBPSB student audit.

3. **MATERIAL RESOURCES**

   The DBMGC will provide the space, classroom and laboratory equipment and be responsible for the infrastructure costs. The facilities for teachers and students will be provided by the DBMGC. Installation and maintenance of telecommunication facilities (internet and telephone) will be provided by the DBMGC. Where applicable, equipment and teaching materials required for the program will be purchased by the DBMGC upon consultation with the LBPSB. A secure location for the storage of examination documents and students records will be provided by the DBMGC.

4. **PROJECT COORDINATION**

   The project will be coordinated at the LBPSB by the Director of PACC.

   The project will be coordinated at DBMGC by the Assistant to the Director of the Support Program for the Autonomy of Seniors (SAPA).
5. **DURATION OF AGREEMENT**

Start Date: November 2015

End Date: June 2018

6. **TERM OF AGREEMENT**

This agreement can be terminated at the request of either party following a 30 day notice notice to the other party.

**DONALD BERMAN MAIMONIDES GERIATRIC CENTRE**

Barbra Gold  
Director of the SAPA Program

**LESTER B. PEARSON SCHOOL BOARD**

Suanne Stein Day  
Chairman

2016-01-08

Michael Chechile  
Director General

Date
Office of the Student Ombudsman

2014-2015 ANNUAL REPORT

It is my pleasure to submit my annual report as Student Ombudsman, as required by Article 12 of By-Law 9. This report covers the period from September 2014 to August 31, 2015.

A total of fifty-eight (58) cases were brought to my attention. The majority of complainants, both parents and students, located me through the Lester B. Pearson website; however some parents mentioned that they were referred by the Ministry of Education. Most parents and students contacted the Student Ombudsman by phone, and very few cases were handled exclusively by email. Out of fifty-eight (58) complaints processed, four (4) were of the formal variety and came after a decision of the Council of Commissioners.

While no specific type of problem stands out, the statistics show that 28% of the complaints concerned conflict with staff members, mainly teachers (16 cases); 22% related to accessing information; and 16% concerned school regulations and code of conduct. The large majority of the complainants were parents (86%). Some parents or students expressed their appreciation of the Student Ombudsman’s function, mostly because they felt listened to, therefore giving them a better understanding of the complaint process.
Again this year we can observe that the vast majority of the cases were resolved at the school level or at the level of the regional directors. This outcome can only be positively highlighted.

With the introduction of Bill 56, the annual report must specify cases involving violence and harassment. The Student Ombudsman received one (1) complaint concerning violence and harassment, which appears to have been resolved at the local level. I gave priority to this case and made sure that the situation was quickly and effectively handled in the best interest of the student concerned and the school environment.

I wish to take this opportunity to thank the Interim Director of the Secretariat, Me François Hamel, for his support and guidance. His invaluable collaboration has enabled me to successfully complete my mandate.

Respectfully submitted,

Joanne Doucet
Student Ombudsman

October 1, 2015
Nature of the cases: 58

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<tr>
<td>Harassment or cyber intimidation</td>
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<tr>
<td>Expulsion of school or program or transfer</td>
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<td>4</td>
<td></td>
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<tr>
<td>Admission and registration</td>
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<td>Parental fees or student fees</td>
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<td>Complaint transportation</td>
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<td><strong>8</strong></td>
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Violence and Bullying cases: 1

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<th>NATURE OF THE CALLS OR EMAILS</th>
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<th>ADULT/VOCATIONAL</th>
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<td>Violence and bullying</td>
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Complainant and level: 58

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<tr>
<th>LEVEL</th>
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<tr>
<td>ADULT EDUCATION</td>
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<tr>
<td>VOCATIONAL CENTERS</td>
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<td>OTHER</td>
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<td>Total</td>
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Number of complaints examined: 4

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<tr>
<th>Complaint</th>
<th>LEVEL</th>
<th>Opinion on the merits of the cases</th>
<th>Corrective measures recommended</th>
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<tbody>
<tr>
<td>case 2</td>
<td>S</td>
<td>Not founded</td>
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<td>case 5</td>
<td>P</td>
<td>Partially founded</td>
<td>Remind the LBPSB personnel the complaint examination procedure</td>
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<td>case 7</td>
<td>P</td>
<td>Founded</td>
<td>None because of time lapse</td>
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<tr>
<td>case 55</td>
<td>S</td>
<td>No intervention</td>
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REGISTER OF POLICIES, PROCEDURES AND BY-LAWS

BY-LAW 1.5/2015: RULES OF INTERNAL MANAGEMENT OF THE COUNCIL OF COMMISSIONERS AND THE EXECUTIVE COMMITTEE

Code: 1.5
Date of Coming into Force: October 26, 2015
Number of Pages: 12
Origin: Legal Counsel
Operator and Storage Site: Legal Counsel

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Amended by Resolution 01-02-10
Amended by Resolution 2012-06-#01
Amended by Resolution 2013-11-#03
Amended by Resolution 2015-10-#12
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Unless otherwise specified, the masculine gender shall include the feminine gender in order to simplify the text. Council of Commissioners will be referred to as "Council".
1. **Objectives**

1.1 The aim of this document is to explain and elaborate on the rules of internal management as stipulated in the Quebec *Education Act* (sections 143 to 182). These rules will also cover the preparation and convening of meetings and the taking and reporting of the minutes of the meetings of Council and the Executive Committee. These rules may be applied to Council’s standing and advisory committees.

2. **General Provisions**

2.1 The meetings of Council and the Executive Committee are held according to the *Education Act* and in accordance with the provisions of the present rules. The stipulations of the Act have precedence.

2.2 The time and place of the regular meetings of Council and the Executive Committee are determined through a by-law, in accordance with the *Education Act* (sections 162 and 182).

2.3 The time and place of the meetings of standing/advisory committees are determined annually and the dates are forwarded by the chairs to their members. The chairs are also responsible to have the dates indicated on Council’s calendar, posted electronically.

3. **Function and Powers: Chair and Vice-Chair**

3.1 The Chair presides over the Council meeting and follows the rules of management to ensure order, peace and decorum.

3.2 The Chair receives proposals submitted by the commissioners and administrators for study and deliberation.

3.3 The Chair continues to preside when he submits a proposal unless there is opposition from the commissioners present.

3.4 The Chair votes on all points. In the event of a tie, the Chair has a casting vote.

3.5 Should the Chair be absent or unable to act, the Vice-Chair shall exercise his functions and powers. If the Vice-Chair is absent or unable to act, the Chair
of the Executive Committee shall exercise the Chair’s functions and powers. Should the Chair of the Executive Committee be absent or unable to act, another commissioner shall be designated by a majority vote of Council to exercise the Chair’s functions and powers. The Director General shall oversee the election of a chair for that meeting.

4. Caucus

4.1 A caucus of commissioners is called for the purpose of studying dossiers referred by administration, Council, the Executive Committee, standing/advisory committees or individual commissioners.

4.2 The Chair presides over meetings which are held in camera. Commissioners who attend are bound to respect the confidentiality of what is discussed on penalty of a sanction as provided in the Code of Ethics and Professional Conduct Applicable to the Council of Commissioners.

5. Convening

5.1 The meetings of Council are convened by electronic notice to this effect.

5.2 The agenda, as well as all documents and dossiers, must be available electronically forty-eight (48) hours prior to the meeting (exception see 6.3.2).

5.3 At the calling to order of the meeting, the Chair will note that the convening process has been respected.

6. Agenda

6.1 General

6.1.1 A draft agenda for each regular meeting of Council is prepared jointly by the Chair, the Director General and the Secretary General. Items, documents and written reports emanating from administration are submitted by an administrator to the Director General for recommendation, with a copy to the Secretary General within five (5) working days of holding the meeting. Items, documents and written reports emanating from a commissioner are submitted to the Chair for recommendation, with a copy to the Secretary General within the same delay. Items, documents and written reports emanating from either committee meetings or events attended by Council representatives are submitted to the Secretary General within the same delay. In the case of committees holding their meetings the
week prior to the regular Council meeting, the documentation should be sent no later than the Wednesday of the week preceding the meeting.

6.1.2 The Secretary General is responsible for finalizing the agenda and ensuring that the documentation is available at least forty-eight (48) hours before the meeting.

6.1.3 After consulting the Chair and the Director General, the Secretary General draws up the agenda for special meetings, without further formality.

6.1.4 The Secretary General determines the title of each item that is to appear on the agenda.

6.2 Quorum

6.2.1 Quorum at a meeting of Council is determined by the presence of a majority of the voting commissioners.

6.2.2 The Chair and Director General or their delegates must be physically present at the meeting.

6.2.3 Upon prior request of a commissioner to the Chair, Council may agree that he fully participates at the meeting through any means permitting all participants to communicate.

6.2.3.1 In such a case, the minutes must note:

- that the meeting was held with virtual attendance;
- the name of each member physically present at the meeting and who voted favourable to the use of the device;
- the name of the commissioner(s) who joined the meeting through virtual attendance.

6.2.4 If quorum is not attained one hour past the official time of convening, the Secretary General may declare the meeting closed.

6.2.5 Once quorum is established, the Chair calls the meeting to order no earlier than the time indicated by the by-law setting the time and date of the meeting.
6.2.6 A short absence of a commissioner during the meeting does not affect quorum; nonetheless, resolutions cannot be adopted if the requirements of quorum are not met.

6.2.7 A commissioner must advise the Secretary General whenever he leaves the meeting either temporarily or permanently. The absence is noted in the recording of votes by the Secretary General.

6.2.8 A meeting automatically ends if an absence of quorum is created by the permanent departure of a commissioner.

6.2.9 During normal deliberation, except on the special request of a member, there is no need to verify the quorum.

6.2.10 A brief recess may be taken at any time during the meeting at the call of the Chair.

6.3 Approval

6.3.1 The agenda is approved after quorum is established. It may be modified at the request of any commissioner. The modified agenda must then be adopted by two thirds of the voting commissioners present. A modification can either be an addition, a deletion, a withdrawal and/or a change of the order of items. The Chair determines the placement of the addition.

6.3.2 Approval of two-thirds of the voting commissioners present is required in order to entertain any resolution presented to Council after delivery of the documentation cited in paragraph 5.2 and prior to the start of the meeting. Any resolution not receiving this two-thirds approval will be deferred to the next regular or adjourned council meeting.

6.4 Question Period for the public

6.4.1 Two question periods are reserved so that members of the public may address Council through the Chair, to ask questions or present petitions on issues relevant to Council, as determined by the Chair.

6.4.2 The first question period will follow the calling to order, the declaration of attendance, the adoption of the agenda, the adoption of the minutes, the report of the Chair and the report of the Director-General.
6.4.3 The second question period will be at the end of the agenda and reserved for questions that have arisen from items on that agenda.

6.4.4 Each question period shall last at most 15 minutes unless otherwise extended by the Chair.

6.4.5 A member of the public wishing to ask a question must identify himself and address all questions to the Chair. The Chair will decide whether or not to answer the question or to refer it to the most appropriate person.

6.4.6 Each member of the public will be limited to 3 minutes to ask a question or make a comment.

6.4.7 A member of the public may present their question and/or comments in writing through the live blog.

6.4.8 The Chair may declare inadmissible and immediately terminate any question or comment that:
   a. is not related to matters that fall under the Council of Commissioners’ mandate; or
   b. is regarding a matter pending before the courts or quasi-judicial bodies, or which is under investigation or part of on-going negotiations; or
   c. is deemed to be of a personal or confidential nature, or
   d. is deemed to be abusive, offensive or that constitutes a personal attack.

6.4.9 Decorum at Council meetings will be strictly upheld. All persons will show respect for others, whether present in the room or not, in language and conduct.

6.4.10 The Chair may use discretion to terminate any speaker’s privilege to speak or exclude a speaker from the meeting if, after due warning, the speaker persists with conduct or comments which are not admissible and appropriate.

6.4.11 This exclusion may be for the balance of the meeting or for an indefinite time, at the Chair’s discretion.
6.4.12 At Executive Committee, there will be one Question Period following the adoption of the agenda and approval of the minutes. All other preceding provisions regarding Question Period at Council, apply equally to Executive Committee.

6.5 Internal Communications

6.5.1 Commissioners may ask questions or relate information to Council on items not on the agenda. The Chair may answer immediately or ask the Director General or an appropriate member of administration to do so, or defer an answer to a subsequent meeting.

6.5.2 The period reserved for the Internal Communications may be used by a commissioner to propose a topic for study at the next meeting. Such proposal shall be recorded in the minutes.

6.6 Reports

6.6.1 All reports are presented to Council by the chair of the committee reporting or by a designated person and are received by resolution.

6.6.2 Questions regarding the reports are addressed to the Chair who can reply, ask the Director General or his delegate to reply or ask the reporter to do so.

6.7 Correspondence

6.7.1 Correspondence is addressed to Council through the Chair. It is received by resolution and Council determines how it is to be handled.

6.7.2 This item cannot be used to add any new requested item to the agenda.

6.8 Adjournment

Any regular or special meeting may be adjourned to another time on the same day or to a determined date and time. This adjournment will not entail a new convening notice to the absent commissioners.

A commissioner may ask for an adjournment of the meeting to a specific moment. In this event, Council must vote on this request of adjournment before it can continue any further discussion on the agenda.
6.9 Closing of the Meeting

When all the items noted in the agenda have been dealt with, the meeting may be closed. The Chair closes the meeting with a motion. No further decisions may be taken and the meeting may not be reopened. Council must wait until the next regular meeting to discuss any additional subjects. It may convene a special meeting according to the prescribed delays.

7. General Rules of Order

7.1 The decisions of Council are adopted by resolution by a majority of the votes cast by the commissioners present and entitled to vote.

7.2 The vote may be taken verbally, by a show of hands, electronically, by phone or by secret ballot. Proxy votes are not permitted. The Chair decides on the voting procedures and other procedural questions as agreed by the majority of Council.

7.3 Any member of Council may ask for a secret ballot vote. A resolution will then be adopted to validate this request. In such a case, the Secretary General receives the vote of the commissioner who is attending through virtual attendance via videoconference, teleconference or electronically.

7.4 Resolutions must be in writing. To this purpose, the proposer, after having stated the object of his resolution, must do so in writing and submit the text to the Secretary General before a vote can be taken unless said document is already part of the dossiers given to the commissioners.

7.5 The parent commissioners are allowed to propose resolutions but are not entitled to vote at the meetings of Council and the Executive Committee. Should Council decide to co-opt commissioners, the same rule would apply to them.

7.6 Student commissioners are allowed to participate in discussions and to propose resolutions at Council but are not entitled to vote.

7.7 Any commissioner having a conflict of interest in a particular dossier must so indicate prior to discussion on the dossier. He must then abstain from any discussion or voting on the subject and must leave the meeting until deliberations on this dossier are completed.
7.8 The right to speak is given to the commissioners in the order in which it is asked. The Chair follows the same procedure as the other commissioners by adding his name to the speakers' list.

7.9 Deliberations concerning items on the agenda are formal. All interventions are addressed to the Chair, whose permission is required in order to speak.

7.10 During the discussion, a commissioner may ask that the said item be postponed to another moment in time. The commissioners must then vote on this request of deferral before there is any further discussion on the subject.

7.11 Following the deliberation, the commissioner proposing the resolution is given a brief period in which to make a final comment before the vote is taken.

7.12 If a motion to adjourn is requested, it takes precedence over the request for a vote.

7.13 A point of order may be raised if a commissioner considers that there is an infraction to the rules of conduct, or to the decorum of the meeting. This point of order must be dealt with before the meeting can resume.

7.14 A commissioner can invoke a question of privilege if he believes that his reputation is under attack by another member of the Council or by a staff member. This question of privilege must be dealt with before any further deliberation. A question of privilege may also be invoked by a commissioner wishing to obtain priority to speak; the Chair must decide if the privilege is granted or not.

7.15 An amendment to a resolution strives to modify it by striking, altering or replacing the original wording. It may not be received if it is not in accordance with the motion or if it alters the type of motion.

7.15.1 The amendment is a subsidiary motion to the proposal and a vote on the amendment has precedence over the vote on the original motion.

7.15.2 A sub-amendment is an incidental motion to an amendment and has precedence over a vote on the amendment itself. A sub-amendment may not be amended.

7.16 Any commissioner may call the question in debate which forces a vote on the item.
7.17 The Chair may close the debate when he deems it appropriate.

8. **Reconsideration of a Decision**

8.1 A commissioner, who has voted in the majority regarding a resolution/decision, may ask Council to reconsider said resolution if he has relevant information that was not communicated during the debate at the original motion that may have influenced the decision.

8.1.1 He may ask for reconsideration on the same night as the resolution was adopted. This reconsideration must be addressed at the same meeting.

8.1.2 Alternatively, he may present a written request to the Chair no later than five (5) working days prior to the next regular meeting of Council. The request shall briefly set forth the grounds on which it was made. Upon receiving the request, the Chair shall instruct the Secretary General to place the item on the agenda of the next regular meeting. The commissioner must verbally present his proposal at the meeting.

8.2 The Chair shall invite Council to vote on the request for reconsideration. If the majority of the votes expressed are in favour of the reconsideration, then the debate must resume on the subject mentioned by the commissioner's proposal and must be concluded with a new vote on the subject. The Chair may limit the time for the period of the debate.

8.3 This process shall be invoked only once per resolution and the final vote on the subject shall not be the object of further consideration.

9. **Minutes**

9.1 The Secretary General is responsible for recording minutes of the meeting.

9.2 A title and a number must be given to each item noted in the minutes.

9.3 In the minutes, the presence and absences of the commissioners are duly noted. The agenda item during which a commissioner arrived or departed is noted.

9.4 The minutes must mention all approved decisions. However, a brief and explanatory preamble may precede a resolution.
9.5 The minutes must duly note all favourable and non-favourable votes as well as those who abstained, mentioning the names of those who voted in the minority, those who abstained and the absentees. The minutes will also indicate cases when a commissioner did not vote due to a conflict of interest.

9.6 When a resolution is amended or revoked, mention of this is duly noted in the margin of the minutes of the meeting when this was adopted. When a by-law is amended or revoked, mention of this is duly noted in the by-law register. The note will also state the date when said modification was voted.

9.7 The minutes are approved at the beginning of the following meeting. The Secretary General is not obliged to read the minutes as long as each member present was sent an electronic copy at least six (6) hours prior to the meeting during which the minutes are to be approved. When minutes of a meeting are being approved, the Secretary General might make a correction to the minutes as long as the correction in no way alters the meaning of a decision nor adds elements that were not part of said decision.

9.8 Approved minutes are then signed by the Chair and by the Secretary General and kept in an official book of minutes. They are also posted on the board’s website.

9.9 A register containing the by-laws must be kept separately from the book of minutes. Approved by-laws will be posted on the board’s website.

9.10 The minute book or by-law register may be consulted by any interested party during regular office hours.

9.11 According to the Education Act (section 172), the signed and certified copies of resolutions, by-laws or other documents of Council or the Executive Committee are public.

9.12 The approval of the minutes of a meeting may not become the object of an incidental motion.

10. Special Meeting

10.1 The Chair or two commissioners may call a special meeting of Council per the Education Act (section 163) or a special meeting of the Executive Committee (section 182). The Secretary General shall send a call of notice to each commissioner and give a public notice of the date, place and time of the meeting and of the matters to be discussed, at least two days before the meeting is held. However, no publication in a newspaper is required.
10.2 Only matters mentioned in the notice calling the special meeting may be dealt with and decided, unless all the commissioners are present and decide otherwise (Education Act, sections 164 and 182).

10.3 The Chair of Council or the Chair of the Executive Committee shall ascertain at the opening of the special meeting that the procedure for calling the meeting has been complied with.

11. **Coming into Force**

The present Rules of Internal Management of the Council of Commissioners and Executive Committee come into force once adopted by Council.

12. **Supplemental Rules**

The Robert’s Rules of Order shall supplement any rule or situation not covered by the present document.