

COUNCIL OF COMMISSIONERS

Minutes of the proceedings of a **regular** session of the Council of Commissioners for Riverside School Board held at the Administration Centre, 7525, chemin de Chambly, St. Hubert, Québec on February 16, 2016.

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

COMMISSIONERS PRESENT:

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

Parent Commissioners

P. Chouinard

Regrets: C. Craig, T. Aguiar, L. Rodrigues, M. Rayes

Absent : D. Smyth

Also present

Sylvain Racette, Director General
Pierre Farmer, Assistant Director General
Denise Paulson, Secretary General
Michel Bergeron, Director of Financial Resources
Hélène Coupal, Director of Human Resources
Gail Somerville, Director of Complementary Services
Lucie Roy, Director of Adult and Continuing Education

Presence noted

V. Forde, A. Velin, D. Fortin

ADOPTION OF THE AGENDA:

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

UNANIMOUS

ADOPTION OF THE MINUTES OF THE MEETING HELD ON JANUARY 19, 2016:

IT IS MOVED by Commissioner Morrison, seconded by Commissioner Cuffling, that the Minutes of the meeting held on January 19, 2016, be adopted.

UNANIMOUS

BUSINESS ARISING FROM THE MINUTES

The Director General followed up:

- A copy of our resolution on Bill 86 was sent in accordance with the Resolution.

PUBLIC QUESTIONS : None

CHAIRMAN AND DIRECTOR GENERAL

Chair's report – D. Lamoureux

- January 27 - RSB MRC Meeting
- February 2 - RSB Town Hall
- February 3 - William Latta Governing Board
- February 4 - RSB Parents Committee
- February 5 - QESBA Board of Directors
- February 9 - RSB Finance & Work session
- February 10 - Heritage Regional High School Governing Board
- February 12 - Centennial Regional High School Academic Awards
- February 15 - Centennial Regional High School Governing Board

Director General's report – S. Racette

TOPICS THAT REQUIRED SPECIAL ATTENTION

Since the last Council meeting there have been 3 expulsions: One from Heritage and two from Centennial, all for possession of drugs.

There was one reinstatement of a student to Heritage for the 2016-2017 school year.

MEETINGS AND EVENTS

- The Director General reported on the events and meetings he attended, as well as on those that were upcoming.

THINGS YOU SHOULD KNOW

- New History program - textbook will be available in September at same time as the French text, more options for French textbooks
- New Minister of Education, Pierre Moreau
- Kindergarten registration update : After 2 weeks of registrations, we are now at 8,638 (we were at 8,694 last September 30th)
- International students Youth summer camp (See the flyer in the SharePlus folder)
- Career interviews for administrators who requested one, were all done during the month of February

HATS OFF

- Bill 86 Town hall - The webcast was monitored to see how many people watched. There were 85 in addition to the 110 who were present in person. Hats off to everyone who came to this important event and to the organizing committee who worked hard to make the event happen
- Letter to parents Boucherville from the CAQ - MNA. (copy in the SharePlus folder)
- CFER Work Pathways for their one year anniversary!
- To Tania Aukstinaitis and Tara Young from Riverside's Transportation Department for their presentation to students on bus safety. The kids were pleased to meet the mascot *Bubusse* (Tania)! (see photos in the SharePlus folder and online)

Parents' Committee –

The meeting was held on February 4th.

- Given that three Parent Commissioners had sent regrets for this meeting it was moved by Commissioner Chouinard, seconded by Commissioner Dumont, that the Parent Committee report be tabled until the next meeting of Council in March.

Special Needs Advisory Committee:

No report.

REPORTS (non-voting items only)

Executive –

No report

Transportation Advisory – L. Cuffling

- Meeting held on January 22
- Reviewed the financial report and revised budget
- Reviewed objectives for last year and next
- Driver training re: use of epipen
- Transportation complaint re: progressive integration back into an RSB school

Education – D. Smith

- Meeting held on January 25, 2016
- G. Somerville explained the operations and roles of members of the multidisciplinary teams created in response to Bill 21.
- M. Williams and G. Somerville presented on the Alternate programs and Resource Groups
- L. Rae reviewed the graduation rates
- M. Williams and L. Rae presented on the Fraser Report
- Next meeting will be held in April at 6:30 p.m. at ACCESS Cleghorn

Audit (Finance/Material Resources - P. Morrison

- Meeting held on February 9
- February 16 at 7 p.m. – purchase of 178 iPads for pedagogy

Governance and Ethics – L. Cuffling

No report

Human Resources – H. Dumont

- Meeting held on February 2
- Received recommendation for adoption of revised administrative structure
- Resolutions before Council this evening regarding 2 administrative resignations and the appointment of a new Director

Marketing and Communications - C. Craig

No report

QESBA – A. Capobianco

- Meeting held on February 5th at Sir Wilfrid-Laurier School Board
- Offices are moving to Dorval
- Resolution against Bill 86 – Commissioner Capobianco Skipworth read an excerpt.

NEW BUSINESS

Resolution B559-20160216

ADOPTION OF REVISED ADMINISTRATIVE STRUCTURE FOR 2015-2016

WHEREAS the Council of Commissioners must determine the administrative organization for Riverside School Board as per Articles 253 and 254 of the Regulation respecting the Employment Conditions of Management Staff of School Boards;

WHEREAS the Council of Commissioners adopted the administrative structure of Riverside School Board for 2015-2016 by Resolution HR416-20150421;

WHEREAS consultation has taken place with the Riverside Administrators' Association and the Association québécoise des cadres scolaires;

IT IS MOVED by Commissioner Capobianco Skipworth, seconded by Commissioner Dumont, that Resolution HR416-20150421 Administrative Organization for 2015-2016 be replaced by the Administrative Structure for 2015-2016 shown as Appendix "B" to these minutes.

UNANIMOUS

Resolution B560-20160216

ADOPTION OF INTERNAL GUIDELINES

WHEREAS the Treasury Board requires that all school boards adopt internal guidelines for the management of supply, service and construction contracts of public bodies;

WHEREAS these guidelines respect the Purchasing Policy of Riverside School Board, the Act respecting contracting by public bodies (LCOP) and the **ACT RESPECTING WORKFORCE MANAGEMENT AND CONTROL WITHIN GOVERNMENT DEPARTMENTS, PUBLIC SECTOR BODIES AND NETWORKS AND STATE-OWNED ENTERPRISES (LGCE)**;

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

IT IS MOVED by Commissioner Morrison, seconded by Commissioner Mazur, that the Internal guidelines for the management of supply, service and construction contracts of public bodies be adopted and that a copy be appended to these minutes.

UNANIMOUS

Resolution HR442-20160216

ADOPTION OF 2016-2017 YOUTH SECTOR CALENDAR

WHEREAS the consultation period regarding the 2016-2017 youth sector calendar ended on February 12, 2016;

WHEREAS the Calendar Committee has reviewed and supports this resolution;

IT IS MOVED by Commissioner Chouinard, seconded by Commissioner Butler, that the 2016-2017 youth sector calendar be adopted and that a copy be appended to these minutes.

UNANIMOUS

Resolution HR443-20160216

ADOPTION OF 2017-2018 YOUTH SECTOR CALENDAR (PARTIAL)

WHEREAS the consultation period regarding the 2017-2018 youth sector calendar (partial) ended on February 12, 2016;

WHEREAS the Calendar Committee has reviewed and supports this resolution;

IT IS MOVED by Commissioner Chouinard, seconded by Commissioner Smith, that the 2017-2018 youth sector calendar (partial) be adopted and that a copy be appended to these minutes.

UNANIMOUS

Resolution HR444-20160216

RESIGNATION OF AN ADMINISTRATOR

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

IT IS MOVED BY Commissioner Horrell, seconded by Commissioner Smith, that the resignation for purposes of retirement of **Gail Somerville** be accepted with regret as of June 14, 2016.

UNANIMOUS

Resolution HR445-20160216

RESIGNATION OF AN ADMINISTRATOR:

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

IT IS MOVED BY Commissioner Capobianco Skipworth, seconded by Commissioner Cuffling, that the resignation for purposes of retirement of **Denise Paulson** be accepted with regret as of May 27, 2016.

UNANIMOUS

Resolution HR446-20160216

APPOINTMENT OF DIRECTOR OF COMPLEMENTARY SERVICES:

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

IT IS MOVED BY Commissioner Smith, seconded by Commissioner Horrell, that **Chantal Scroggins** be appointed to the position of Director of Complementary Services effective June 15, 2016.

UNANIMOUS

Resolution E144-20160216

AUTHORIZATION TO PURCHASE 178 IPADS FOR PEDAGOGICAL PURPOSES FOR 12 SCHOOLS

WHEREAS in 2014-2015 pilot schools have tried different tablets in order to analyze the pros and cons of each technology;

WHEREAS Riverside School Board schools have identified pedagogical needs that, after review of different tablets, are met completely by iPads;

WHEREAS it not possible to go for bids for the purchase of 178 iPads as these are sold at the same price within Canada;

WHEREAS Riverside School Board schools already possess and use 830 iPads for pedagogical purposes;

WHEREAS there have been no tablets available by provincial public tender for centralized purchase for more than a year;

WHEREAS the goods and services purchasing policy states at article 5.5.7 in the case of sole source supplier, a mutual agreement contract may be awarded subject to authorization;

WHEREAS the goods and services purchasing policy states at article 5.5.8, if purchase is below the threshold determined by Law, an exceptional derogation to the present Policy can be authorized. Such a case shall be subject to specific prior approval;

WHEREAS the amount of \$96,187.00 for the 2015-2016 purchase of iPads for the pedagogical needs of the schools is below the threshold determined by the law;

WHEREAS council of commissioners can authorize under the current circumstances, as per articles 5.5.7 and 5.5.8 to negotiate under mutual agreement with Apple Canada inc.to purchase iPads;

WHEREAS monies, different from TIC 50730 measure, are available within the 2015-2016 budget of each of the 12 Riverside schools;

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

IT IS MOVED by Commissioner Morrison, seconded by Commissioner Mazur, that Riverside School Board purchases 178 iPads for an amount of \$96,187.00, before taxes, and that the Director General be authorized to sign the purchase order to that effect.

UNANIMOUS

OTHER BUSINESS

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

PUBLIC QUESTIONS : None

BRAVOS

- Commissioner Gour is grateful to Complementary Services. We do succeed at Riverside School Board.
- Commissioner Smith extended her congratulations to St. Lambert International on a successful Open House. There were many visitors.
- PACE program celebrates 10 years! Another Riverside School Board success. One day workshop.
- Commissioner Cuffling commented that students are up front and center at Saint-Lambert International, taking a leadership role.
- Commissioner Mazur attended the Open House at Centennial Regional High School. Outstanding presentation. Congratulations to award winning students.
- Commissioner Capobianco Skipworth commented on the first anniversary of the CFER.

OTHER BUSINESS

None

CLOSING:

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

UNANIMOUS

Dan Lamoureux, Chairman

Denise Paulson, Secretary General

Members are hereby convened to a **regular** meeting on
February 16, 2016, at the Administration Centre
7525 chemin de Chambly, St. Hubert, QC

REVISED AGENDA – REGULAR MEETING

1. Call to Order and Quorum
2. Adoption of the Agenda
3. Approval of Minutes
 - Adoption of the Minutes of the meeting of January 19, 2016
 - Business arising from the Minutes of the meeting of January 19, 2016
4. Questions from the Public – 30 minutes
5. Chairman's Remarks
6. Director General's Remarks
7. Parent Committee Report
8. Special Needs Advisory Report
9. Committee Reports

▪ Executive ▪ Transportation ▪ Education ▪ Audit (Finance/Mat. Resources)	▪ Governance and Ethics ▪ Human Resources ▪ Communications ▪ Q.E.S.B.A.
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10. Resolutions
 - Modification of administrative structure for 2015-2016
 - Adoption of Internal Guidelines regarding contracts of public bodies
 - Adoption of 2016-2017 Youth Sector Calendar
 - Adoption of 2017-2018 Youth Sector Calendar (Partial)
 - Resignation of an administrator for purposes of retirement
 - Resignation of an administrator for purposes of retirement
 - Appointment of an administrator
 - Authorization to purchase 178 Ipads
11. Correspondence
12. Questions from the Public – 20 minutes
13. Bravos (2 minutes per member)
14. Other Business
15. Close of Meeting
16. Date of Next Regular Meeting: **March 15, 2016 at 7:30 p.m.**

Given at Saint-Hubert, Québec, on February 11, 2016

Denise Paulson, Secretary General

CORRESPONDENCE - RIVERSIDE SCHOOL BOARD
2016.02.16

<i>FROM / DE</i>	<i>TYPE</i>	<i>SUBJECT / OBJET</i>
Brian Rock, président FQAFE / president QFHSA	Lettre au président Letter to the Chairman	Rencontre annuel et soirée de reconnaissance / Annual AGM and Awards Banquet
Joe Jamieson, Ordre des enseignantes et enseignants de l'Ontario / Deputy Registrar and College Conference Chair, Ontario College of Teachers	Lettre au président Letter to the Chairman	Conférence Conference

INTERNAL GUIDELINES FOR THE MANAGEMENT OF SUPPLY, SERVICE AND CONSTRUCTION CONTRACTS OF PUBLIC BODIES

Directive concernant la gestion des contrats d'approvisionnement,
de services et de travaux de construction des organismes publics (a. 24)
(Directive on the management of supply, service and
construction contracts of public bodies) (s. 24)

SECTION 1 SUBJECT AND SCOPE

- 1.1 The purpose of this document is to establish internal guidelines pertaining to the management of contracts of Riverside School Board.
- 1.2 It applies to the supply contracts, service contracts and construction contracts cited in subsections 3(1) to 3(3) of the Act respecting contracting by public bodies (Chapter C-65.1) (LCOP) and those which are comprised therein, which Riverside School Board may enter into with a person or a company cited in Section 1 of the Act or with a natural person who does not operate a sole proprietorship.

SECTION 2 CONFIDENTIALITY OF DOCUMENTS

- 2.1 The following measures shall apply to ensure that a tender document or any other document or information relating thereto is treated as confidential up until the time it is made public:
 - Access to documents and to the computer directories in which they are stored shall be limited to authorized persons who report to the manager responsible.
 - Personnel who have access to these documents should be made aware of their confidentiality in the following manner:
 - By sensitizing every new employee to the importance of maintaining confidentiality. This is the responsibility of the department director.
 - By providing training on an annual basis. This is the responsibility of the Director of Material Resources and the Contract Rules Compliance Monitor (RORC).
 - By obtaining, on an annual basis, their signature on an attestation of confidentiality and declaration of interest with respect to their duties.
 - Subcontracting professionals (architects, engineers, etc.) are subject to the obligation of confidentiality, either because of their code of ethics or because they have signed a confidentiality agreement.

SECTION 3 CONFLICT OF INTEREST

- 3.1 In order to ensure that employees involved in the management of public contracts are not in a conflict of interest, they shall be made aware of the legislation, regulations and other rules pertaining to ethics and discipline, by receiving annual training. Sample documents will be made available. Employees involved must sign a confidentiality agreement.

SECTION 4 DELEGATION OF AUTHORITY

- 4.1 In accordance with Riverside's Purchasing Policy, the articles of the LCOP and LGCE, the following authority shall be delegated to:

Delegated Authority	Reference	Title	Treasury Board Accountability
Additional expenditures up to 10% above the public tender threshold	LCOP 17	Director General Ass't Director General	Yes
Additional expenditures more than 10% above the public tender threshold	LCOP 17	Council	Yes
Service contract with a natural person: \$10,000 or less	LGCE ¹ 16	DG, ADG, Directors, Principals, Managers	No
Service contract with a corporate body or a company from \$10,000 to \$25,000	LGCE16	DG, ADG, Directors & Principals	No
Service contract with a corporate body or a company for less than \$10,000	LGCE 16	Managers	No
Additional expenditures (maximum of 10%) to contracts of \$50,000 and over with a natural person not operating a sole proprietorship	DGC ² 18	Chief Executive Officer (Council) or Director General if delegated	Yes
Representative designated to appoint selection committee members and oversee member rotation	DGC 8	Director General	No

¹ The Act respecting workforce management and control **WITHIN GOVERNMENT DEPARTMENTS, PUBLIC SECTOR BODIES AND NETWORKS AND STATE-OWNED ENTERPRISES**

² Directive concernant la gestion des contrats

SECTION 5 CONTROL PROVISIONS PERTAINING TO THE AMOUNT OF THE CONTRACT AND ADDITIONAL EXPENDITURES

5.1 The following control provisions apply to the amount of the contract:

The tender documents specify that there is a possibility that the bids received will not be accepted, particularly in cases where the prices are deemed too high, disproportionate or unfair;

The School Board reserves the right to request payment from any bidder of an amount representing the difference between the amount of his bid and the one subsequently chosen if the bidder fails to follow up on his bid. This is to avoid the possibility of collusion between the bidders.

Refer to the *Guide sur les risques et les contrôles en gestion contractuelle*, particularly section 3 that deals with the risks associated with determining the amount and the duration of the contract.

5.2 The following control provisions apply to additional expenditures:

Riverside School Board's Purchasing Policy aims to provide a framework for the acquisition of goods, services and construction work required by the School Board and to determine the rules regarding awarding of contracts related to the acquisition of goods, services, and construction work required by the School Board.

The Policy contains specific provisions on how to authorize and manage additional expenditures as well as on the fact that a contract may only be modified if the change is accessory and does not change its original nature.

SECTION 6 ROTATION OF COMPETITORS OR CONTRACTORS

6.1 Compliance with the following measures is mandatory to ensure a rotation of competitors when an invitation to tender procedure is applied, as well as in the case of a contract by mutual agreement:

For construction contracts and professional services related to the construction with a value under the \$100,000 threshold, a list of enterprises and service providers is maintained and updated on a regular basis. The number of contracts awarded to each is monitored so as to ensure an equitable distribution in terms of the value of contracts.

Riverside School Board's Purchasing Policy contains specific provisions on the rotation of suppliers, service providers and enterprises as well as on the option of using new suppliers, service providers and enterprises when possible.

SECTION 7 METHODS OF SOLICITATION FOR CONTRACTS INVOLVING AN EXPENDITURE LOWER THAN THE PUBLIC TENDER THRESHOLD

7.1 Riverside School Board's Purchasing Policy must be applied to a public tender procedure, an invitation to tender procedure and a contract by mutual agreement.

SECTION 8

AUTHORIZATIONS AND ACCOUNTABILITY OF THE CHIEF EXECUTIVE OFFICER (CEO) OF THE PUBLIC BODY

- 8.1 The following terms and conditions apply to the authorizations and accountability of the CEO of the public body and to the amendments to any contract, the amount of which, including any amendments, is equal to or greater than the public tender thresholds:

In accordance with the Board's by-laws on delegations of authority, the Director General presents an annual report to the Council on the decisions made by virtue of the powers delegated to him. At the request of Council or of the Director General, department directors will report to the latter on actions they have taken by virtue of their delegations of authority.

At the same time, a report is presented on June 30th outlining all of the authorizations given above the established thresholds, which warrant a rendering of accounts to the Treasury Board.

SECTION 9

CONTRACT RULES COMPLIANCE MONITOR (RORC)

- 9.1 The functions of the contract rules compliance monitor (RORC) include:

- seeing that the contract rules prescribed by the LCOP and its regulations, policies and directives are applied;
- advising and making recommendations or providing opinions to the chief executive officer on compliance with the contract rules;
- seeing that measures are put in place within the public body to ensure the integrity of internal processes;
- seeing to the professional competency of the personnel involved in contractual activities, particularly by way of trainings offered annually to employees most likely to be involved with the process of awarding contracts;
- coordinating activities and sitting on the committee that analyses whether a bid is abnormally low and presenting a recommendation to the CEO;
- assisting and advising, in the performance of his duties, the person responsible for reporting.

- 9.2 The following information must be submitted to the contract rules compliance monitor to enable him/her to perform the required activities:

- List of trainings attended by personnel in each department;
- A copy of the confidentiality agreement and the conflict of interest form;
- On request, any other information or document required for the RORC to exercise his/her mandate;

- Any action or procedure regarding a dispute or potential dispute tied to a contract;
- A confirmation that the required reporting has been done based on the value of the contract and the authorization of the CEO, as the case may be.

SECTION 10

OPENNESS TO COMPETITION FROM SMALL AND MEDIUM-SIZED ENTERPRISES

10.1 In order to ensure openness to competition from small and medium-sized enterprises and to define realistic requirements in line with the needs of the public body, the following measures have been implemented:

- Remind personnel that eligibility and compliance conditions and the criteria used to assess the tenders must not be defined and written in a way which would exclude competition; for instance, setting excessively high requirements for the technical, commercial or financial competencies a company must possess.
- A public body can opt for calls for expressions of interest in order to better define its needs and gain a better idea of the ability of the existing market to meet its needs.
- A public body should not entrust strategic mandates to external resources. Instead, it should favour measures that enhance internal expertise.

SECTION 11

CONSULTANTS

11.1 Riverside School Board does not, as a rule, engage the in-house services of a consultant. However, in the event that such a situation occurs, all employees and managers will be informed of the presence of a consultant in the workplace, and the following measures will be implemented:

- Employees will be informed of the location the consultant will be using in the board office and the latter will also wear a name tag in a distinctive colour and shape.
- The consultant may also be given an access key that is different in colour and/or shape from that used by employees.

11.2 The following measures shall be implemented to restrict access to the premises and information deemed essential to the completion of the consultants' assignments:

The Director of the department who engages the services of a consultant will establish the measures necessary to restrict access to the consultant's work area and to the information required by the consultant to complete his mandate.

SECTION 12
TRANSITIONAL AND FINAL PROVISIONS

12.1. These internal guidelines shall take effect on the date of their adoption by Council

RIVERSIDE SCHOOL BOARD
School Calendar 2016-2017

July 2016 juillet

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August 2016 août

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September 2016 septembre

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October 2016 octobre

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November 2016 novembre

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December 2016 décembre

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January 2017 janvier

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February 2017 février

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March 2017 mars

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April 2017 avril

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May 2017 mai

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June 2017 juin

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

**Communication écrite /
Written communication**

Au plus tard le
At the latest by

Étapes / Terms – No. Days/jours

1. Aug. 31 – Nov. 4 (44)
2. Nov. 7 – Feb. 3 (51)
3. Feb. 6 – June 22 (86)

**Journées pédagogiques / Pedagogical
days**

17 fixes pour toutes les écoles /
Board-wide (fixed)

- 1 au niveau de l'école –
à déterminer /
School-level – T.B.D.
- 2 conditionnelles / conditional

RIVERSIDE SCHOOL BOARD
School Calendar 2017-2018

July 2017

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August 2017

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September 2017

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October 2017

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November 2017

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December 2017

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January 2018

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February 2018

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March 2018

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2018

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

May 2018

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

June 2018

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

-  Congés / holidays
-  Journées pédagogiques / Pedagogical days
-  Journées pédagogiques conditionnelles / Conditional ped. days
- NB

 20^e pédagogique au niveau de l'école / à déterminer
School-level 20th ped. day / to be determined

Communication écrite /
Written communication

Au plus tard le
At the latest by

Étapes / Terms – No. Days/jours

- 1.
- 2.
- 3.

Journées pédagogiques / Pedagogical days

- 17 fixes pour toutes les écoles / Board-wide (fixed)
- 4 au niveau de l'école – à déterminer / School-level – T.B.D.
- 2 conditionnelles / conditional



