



COMMISSION SCOLAIRE CENTRAL QUÉBEC  
CENTRAL QUÉBEC SCHOOL BOARD

**Approved minutes of the meeting of the Council of Commissioners of the Central Québec School Board held on Wednesday, March 25, 2015 at 7:00 p.m. at the Board Office, 2046, chemin St-Louis, Québec (Québec) G1T 1P4.**

<b>Present:</b>	Isabel Béland Stephen Burke Sara Downs Christian Falle Debbie Ford-Caron Chantal Guay Kevin Jack Wyna Marois Stephen Nellis Stephen Pigeon Patsy Poulin Jean Robert Jo Rosenhek Jo-Ann Toulouse Aline Visser	Parent Commissioner Chairman Commissioner (videoconference) Parent Commissioner (telephone) Commissioner (videoconference) Commissioner (telephone) Commissioner Commissioner Parent Commissioner Director General Parent Commissioner (videoconference) Vice-Chairman Commissioner Commissioner (videoconference) Commissioner
<b>Absent:</b>	Heather Clibbon Esther Paradis	Commissioner Commissioner
<b>In attendance:</b>	Laurent Després  François Garon Patti L. Moore Marty Patterson Melanie Simard	Director of Financial Services, Buildings and Equipment Computer Technician Secretary General President, CQTA Executive Secretary

Teachers from CQSB schools (left at 7:25 p.m.)

**15-03.01 Call to order**

The Chairman called the meeting to order at 7:04 p.m.

**15-03.02 Approval of the agenda**

It was MOVED by J. Rosenhek, SECONDED by A. Visser and UNANIMOUSLY RESOLVED; THAT the agenda be approved as circulated.

**15-03.03**      **Public question period**

M. Patterson asked the Chairman if the Council of Commissioners were aware of the proposed collective agreement of teaching professional and support staff sent by the Management Negotiating Committee for English-language School Boards (CPNCA) in January and briefly mentioned certain items in the document. S. Burke advised that at the time it was received it was a strictly confidential document, therefore could not be discussed publicly. S. Burke stated that the CQSB Council of Commissioners has great respect for all teachers and wishes them all the best.

**15-03.04**      **Question Period for Students**

No students were present.

**15-03.05**      **Correspondence from Students**

No correspondence was received.

**15-03.06**      **Approval of the minutes of the regular meeting held on February 18, 2015**

It was MOVED by A. Visser, SECONDED by W. Marois and UNANIMOUSLY RESOLVED; THAT the minutes of the regular meeting of the Council of Commissioners held on Wednesday, February 18, 2015 be accepted with the following addition:

**Present:** Heather Clibbon, Commissioner

**15-03.07**      **Business arising from the minutes**

There was no business arising from the minutes.

**15-03.08**      **Report from the Chairman**

The Chairman indicated that he had sent a report to commissioners that addressed the following:

- Public meeting on reorganization of RRES and RRHS – February 25<sup>th</sup>, 2015
- Agenda meeting – March 12<sup>th</sup>, 2015
- Fidéides 2015 – March 12<sup>th</sup>, 2015
- CQSB Performing Arts Festival – March 20<sup>th</sup>, 2015
- Audit Committee meeting – March 25<sup>th</sup>, 2015

15-03.09

**Director General's Report**

The Director General formally addressed the Council and provided a report on the following items:

- a) Up-date on Strategic Planning
- b) Negotiations
- c) Preliminary Report on Enrolment - 2015-2016
- d) Survey for Parents of Elementary Schools in the Québec City Area
- e) Budget negotiations - Jimmy Sandy Memorial School
- f) Multi-Service Centre Project - JSMS (Milestone Project)
- g) Labour Relations Committees
  - i) Senior Staff of Service - Directors, Coordinators and Management Staff
  - ii) Senior Staff of Schools and Centre - Principals
  - iii) Teachers
  - iv) Professionals
  - v) Support Staff

15-03.10

**New Business**

- a) Budget Management Process 2015-2016 - Youth Sector (deposit)

WHEREAS section 96.25 of the Education Act stipulates that school principals are to be consulted on school board policies;

WHEREAS sections 78.3 and 193.9 of the Education Act provide for consultation of school governing boards and the Parents' Committee on various matters concerning the organization of services provided by the School Board;

WHEREAS section 275 of the Education Act stipulates that "the school board shall make public the objectives and principles governing the allocation of subsidies, school tax proceeds and other revenues among its educational institutions as well as the criteria pertaining thereto";

WHEREAS the Central Québec School Board determines these objectives and principles annually in the Budget Management Process;

WHEREAS the draft Budget Management Process - Youth Sector for the 2015-2016 school year has been deposited with the Council of Commissioners;

It was MOVED by K. Jack, SECONDED by J.-A. Toulouse and UNANIMOUSLY RESOLVED; THAT in order to permit the consultation required by the Education Act, the Council of Commissioners accept, in principle, the draft Budget Management Process - Youth Sector for the 2015-2016 school year, it being understood that the document will be subject to adoption following the consultation period.

**New Business (continued)**b) Budget Management Process 2015-2016 – Adult and Vocational Education (deposit)

WHEREAS section 110.13 of the Education Act stipulates that centre principals are to be consulted on school board policies;

WHEREAS sections 110.3 of the Education Act provides for consultation of centre governing boards on various matters concerning the organization of services provided by the School Board;

WHEREAS section 275 of the Education Act stipulates that “the school board shall make public the objectives and principles governing the allocation of subsidies, school tax proceeds and other revenues among its educational institutions as well as the criteria pertaining thereto”;

WHEREAS the Central Québec School Board determines these principles and objectives annually in the Budget Management Process;

WHEREAS the draft Budget Management Process – Adult and Vocational Education for the 2015-2016 school year has been deposited with the Council of Commissioners;

It was MOVED by A. Visser, SECONDED by D. Ford-Caron and UNANIMOUSLY RESOLVED; THAT in order to permit the consultation required by the Education Act, the Council of Commissioners accept, in principle, the draft Budget Management Process – Adult and Vocational Education Sector for the 2015-2016 school year, it being understood that the document will be subject to adoption following the consultation period.

c) COSB Policy and Procedures for Home-Schooling (deposit)

The draft Policy and Procedures for Home-Schooling was deposited for consultation purposes.

d) Revision of COSB Transportation Policy (deposit)

The draft Transportation Policy was deposited for consultation purposes.

New Business (continued)e) Amendment to CQSB Policy Concerning Smoking (adoption)

WHEREAS the current CQSB Policy Concerning Smoking refers only to cigarettes;

WHEREAS youth and teens are being directly and/or indirectly targeted regarding the marketing of e-cigarettes;

WHEREAS Health Canada advises Canadians not to purchase or use electronic smoking products, as these products may pose health risks and have not been fully evaluated for safety, quality and efficacy by Health Canada;

WHEREAS there is a resurgence in the number of students using chewing tobacco;

WHEREAS chewing tobacco falls within the definition of 'tobacco' under the Québec Tobacco Act;

WHEREAS the Québec tobacco act includes, in its definition of "tobacco" the following accessories: cigarette tubes, rolling paper and filters, pipes and cigarette holders;

It was MOVED by W. Marois, SECONDED by K. Jack and UNANIMOUSLY RESOLVED; THAT the Central Québec School Board Council of Commissioners adopt the revised CQSB Policy Concerning Smoking to include chewing tobacco, e-cigarettes, and all paraphernalia as defined under section 1.1. of the Québec Tobacco Act as presented in **Appendix 1** of the minutes.

f) Amendment of Policy on Supply, Service and Construction Contracts

WHEREAS *An Act respecting workforce management and control within government departments, public sector bodies and networks and state-owned enterprises (referred to as the LGCE)*, dated December 5, 2014, came into force on January 1, 2015;

WHEREAS the changes engendered by the adoption of this law would affect the CQSB Policy on Supply, Service and Construction Contracts;

WHEREAS article 16 of the new law requires that all service contracts be authorized by the chief executive officer;

WHEREAS the Council of Commissioners is the highest administrative authority of a school board;

WHEREAS the Council of Commissioners may delegate its power in whole or in part to the Director General;

New Business (continued)f) Amendment of Policy on Supply, Service and Construction Contracts (continued)

It was MOVED by W. Marois, SECONDED by A. Visser and UNANIMOUSLY RESOLVED; THAT in order to ensure the effective and efficient functioning of the School Boards regarding its day-to-day operations within the delegation of spending power over service contracts, that the Council of Commissioner amend the Policy on Supply, Service and Construction Contracts, which would stipulate:

- That the Council of Commissioners has the authority to approve service contracts over \$10,000 in the case of a natural person and over \$25,000 in all other cases;
- That the Council of Commissioners delegates to the Director General the duties and powers to authorize the conclusion of any service contracts under \$10,000 in the case of a natural person and under \$25,000 in all other cases;
- That the Council of Commissioners authorizes the Director General to delegate to the directors of service, the duties and powers to authorize the conclusion of any service contracts under \$5,000 in the case of a natural person and under \$ 9,999 in all other cases;
- That the Council of Commissioners authorizes the Director General to delegate to the school principals, the duties and powers to authorize the conclusion of any service contracts under \$2,500 in the case of a natural person and under \$2,500 in all other cases.

g) Revision of 2015-2016 School Calendar (Québec City – Youth Sector)

WHEREAS the Council of Commissioners recommended, at the January 21<sup>st</sup>, 2015 regular meeting, the adoption of the school calendar (Québec City – Youth Sector) for the 2015-2016 school year;

WHEREAS the day after New Year's needs to be a statutory holiday;

WHEREAS even if the Federal Government decrees a holiday on November 11 certain procedures need to be followed, and it would not be possible for November of 2015;

It was MOVED by W. Marois, SECONDED by J. Rosenhek and UNANIMOUSLY RESOLVED; THAT the Council of Commissioners adopt the revised 2015-2016 school calendar (Québec City – Youth Sector) as presented in **Appendix 2** of the minutes.

15-03.10

**New Business (continued)**

h) Creation of a Register of Materials likely to Contain Asbestos

WHEREAS the Central Québec School Board has received a special budget for air quality in their buildings;

WHEREAS it is necessary to have a project to characterize all buildings regarding the possible presence of asbestos;

WHEREAS plans and specifications were prepared and a public call for tenders was published on SEAO (*Système électronique des appels d'offres du gouvernement du Québec*) on February 11, 2015 and tenders were opened on March 16, 2015;

WHEREAS seven (7) tenders were opened;

WHEREAS the Selection Committee has recommended that the lowest tender be accepted as it met the quality of the project;

It was MOVED by W. Marois, SECONDED by D. Ford-Caron and RESOLVED; THAT the Council of Commissioners accept the lowest tender that met the specifications for the project to create a register of materials likely to contain asbestos as submitted by LVM (1260, boul. Lebourgneuf Québec G2K 2G2) in the amount of \$49,307.22 (taxes not included); and

THAT the Director General be authorized to sign the contract on behalf of the School Board.

Commissioner A. Visser abstained from voting.

15-03.11

**Committee Reports**

a) Executive Committee

No meeting was held.

b) Parents' Committee

A meeting was held on February 21, 2015. S. Nellis made a report on the meeting, mentioning that the main item discussed was the CQSB Policy Concerning Fees Charged to Parents and Adult Students.

c) Special Needs Advisory Committee

No meeting was held.

**15-03.11**

**Committee Reports (continued)**

d) Transport Advisory Committee

A meeting was held on March 12, 2015. W. Marois reported that the main item of this meeting was the revision of the CQSB Transport Policy.

e) Audit Committee

A meeting was held on March 25, 2015. K. Jack made a report on the meeting.

f) Evaluation of the Director General

No meeting was held.

g) Ethics and Governance Committee

No meeting was held.

h) Human Resources Committee

No meeting was held.

i) Riverside Schools Ad Hoc Committee

A meeting was held on February 25, 2015. J. Robert made a report on the public meeting that took place in Jonquière. The next meeting is scheduled for March 26, 2015.

**15-03.12**

**Quebec English School Boards Association**

a) Report from the Board of Directors

A meeting will be held on April 10<sup>th</sup>, 2015.

b) Reports from the Committees

S. Burke mentioned that the AAESQ/QESBA Spring Conference will be held from May 21<sup>st</sup> to 23<sup>rd</sup> in Québec.

**15-03.13**

**Next meeting**

The next regular meeting of the Council of Commissioners will be held on Friday, April 17<sup>th</sup>, 2015 at 7:00 p.m.



**15-03.14**      **Question period**

a) Public

M. Patterson requested that all Commissioners receive a copy of the proposal of the collective agreement of teaching professional and support staff sent by the Management Negotiating Committee for English-language School Boards (CPNCA). S. Burke advised Mr. Patterson that copies will be sent to all CQSB Commissioners.

b) Commissioners

**Q.** from A. Visser: Who is the chief officer of negotiation at the Management Negotiating Committee for English-language School Boards (CPNCA)?

**A.** from S. Burke: Ms. Anne-Marie Lepage is the President of CPNCA, therefore the head negotiator.

**15-03.15**      **In-camera session**

No in-camera session was held.

**15-03.17**      **Adjournment**

The meeting was ADJOURNED at 9:04 p.m. on a MOTION by A. Visser, SECONDED by D. Ford-Caron.

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Patti L. Moore  
Secretary General

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Stephen Burke  
Chairman

Approved on April 17, 2015.



COMMISSION SCOLAIRE CENTRAL QUÉBEC  
CENTRAL QUÉBEC SCHOOL BOARD

**POLICY CONCERNING SMOKING**  
(Adopted December 10, 1999)  
(Revised: April 12, 2013, March 25, 2015)

**POLICY**

*Note: The masculine gender is used throughout this document for the sake of conciseness and is meant to be inclusive of both genders.*

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## **1.0 Objective**

To ensure that all the institutions under the jurisdiction of the Central Québec School Board are smoke-free.

## **2.0 Definition**

“Institution” refers to all schools, centres, and the school board office.

## **3.0 To whom does this policy apply**

This policy applies to all students, youth and adult sectors, to the personnel of the school board, and to any person visiting one of the institutions of the school board.

## **4.0 Legal references**

The Education Act (R.S.Q ch. I-13.3, section 210.1)

The Tobacco Act (R.S.Q., ch. T-0.01)

## **5.0 Basic principles**

- 5.1 The Central Québec School Board is concerned for the health and welfare of its students and employees.
- 5.2 The Central Québec School Board recognises that all students and personnel have the right to study, to work, and to pursue related activities in a healthy, smoke-free environment.
- 5.3 The Central Québec School Board recognises that any person visiting or using school board premises has the same rights as those mentioned in section 5.2.

## **6.0 Application of the policy**

- 6.1 Smoking a pipe, cigars, cigarettes (including e-cigarettes), and chewing tobacco are prohibited in the buildings and on the grounds of all elementary and secondary schools, the Eastern Québec Learning Centre and the School Board’s administrative offices.
- 6.2 Anyone who uses or rents the whole or part of an institution is prohibited from use of tobacco on the premises.
- 6.3 Each institution must clearly indicate that use of tobacco in any format is prohibited.



## **7.0 Responsibility**

- 7.1 The Director General, or his delegate, is responsible for the application of this policy for the entire school board.
- 7.2 However, each school or centre administrator or his/her designate must ensure that this policy is respected in the institution under his/her responsibility.

## **8.0 Infractions**

- 8.1 Any person who commits an infraction to this policy will be subject to the following measures:
- a) A verbal warning;
  - b) A written warning;
  - c) In the case of a member of the personnel of the school board, disciplinary measures as defined in the relevant collective agreement or decree;
  - d) In the case of a student, disciplinary measures according to the discipline policy of each institution.
- 8.2 Any person visiting, using or renting an institution who commits an infraction to this policy may be refused further access to the premises.

## **9.0 Information**

The school board will ensure that all staff members, students, and visitors, in the schools, centres, and board office, are informed of this policy.

## **10.0 Date of application**

March 25, 2015.





**CENTRAL QUÉBEC SCHOOL BOARD**

**2015-2016 SCHOOL CALENDAR**

**Everest, Holland, St. Vincent, Ste-Foy and Valcartier Elementary Schools  
Quebec High School and St. Patrick's High School**

AUGUST 2015							SEPTEMBER 2015							OCTOBER 2015						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			
NOVEMBER 2015							DECEMBER 2015							JANUARY 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	5						1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30
														31						
FEBRUARY 2016							MARCH 2016							APRIL 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6			1	2	3	4	5						1	2
7	8	9	10	11	12	13	6	7	8	9	10	11	12	3	4	5	6	7	8	9
14	15	16	17	18	19	20	13	14	15	16	17	18	19	10	11	12	13	14	15	16
21	22	23	24	25	26	27	20	21	22	23	24	25	26	17	18	19	20	21	22	23
28	29						27	28	29	30	31			24	25	26	27	28	29	30
MAY 2016							JUNE 2016							KEY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S		Holidays for students/teachers	17				
1	2	3	4	5	6	7				1	2	3	4		Pedagogical Days	15				
8	9	10	11	12	13	14	5	6	7	8	9	10	11		Board organized ped days	2				
15	16	17	18	19	20	21	12	13	14	15	16	17	18		Snowstorm/emergency closures	3				
22	23	24	25	26	27	28	19	20	21	22	23	24	25		March break	5				
29	30	31					26	27	28	29	30				First day of school: August 31, 2015					
															Last day of school: June 23, 2016					
1 <sup>st</sup> snow day to be used on January 22, 2016													Number of student days: 180							
2 <sup>nd</sup> snow day to be used on March 24, 2016													Number of teacher days: 200							
3 <sup>rd</sup> snow day to be used on April 29, 2016													<i>Adopted on March 25, 2015</i>							