



COMMISSION SCOLAIRE CENTRAL QUÉBEC  
CENTRAL QUÉBEC SCHOOL BOARD

**Approved minutes of the regular meeting of the Council of Commissioners of the Central Québec School Board held on Friday, November 14, 2014 at 7:00 p.m. at the Board Office, 2046, chemin St-Louis, Québec (Québec) G1T 1P4.**

<b>Present:</b>	Isabel Béland	Parent Commissioner
	Stephen Burke	Chairman
	Sara Downs	Commissioner
	Christian Falle	Parent Commissioner
	Debbie Ford-Caron	Commissioner
	Chantal Guay	Commissioner
	Kevin Jack	Commissioner
	Wyna Marois	Commissioner
	Stephen Nellis	Parent Commissioner
	Esther Paradis	Commissioner
	Stephen Pigeon	Director General
	Patsy Poulin	Parent Commissioner
	Jean Robert	Commissioner
	Jo Rosenhek	Commissioner (by telephone) (arrived at 7:31 p.m.)
	Jo-Ann Toulouse	Commissioner
	Aline Visser	Commissioner
<b>Absent:</b>	Heather Clibbon	Commissioner
<b>In attendance:</b>	Laurent Després	Director of Financial Services, Buildings & Equipment
	Gina Farnell	Director of Complementary Educational Services
	François Garon	Computer Technician
	Pierrette Laliberté	Assistant Director General
	Patti L. Moore	Secretary General
	Marty Patterson	CQTA President (left at 9:05 p.m.)
	Melanie Simard	Executive Secretary
	Mark Sutherland	Director of Instructional Services

**14-11.01 Call to order**

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

**14-11.02 Approval of the agenda**

It was MOVED by D. Ford-Caron, SECONDED by C. Guay and UNANIMOUSLY RESOLVED; that the agenda be approved as circulated.

14-11.03

**Public question period**

No questions were asked.

14-11.04

**Question Period for Students**

No students were present.

14-11.05

**Correspondence from Students**

No correspondence was received.

14-11.06

**Confirmation of the Names of the Elected Candidates, of the Results of the Elections Process and of the Names of the Parent Commissioners**

Patti Moore, Secretary General distributed a list of the acclaimed commissioners as in **Appendix 1** to the minutes.

14-11.07

**Confirmation by the Secretary General of Declarations of Conflict of Interest**

Patti Moore, Secretary General mentioned she had received three conflict of interests from Commissioners and invited other members to do so if need be.

14-11-08

**Oaths of Office**

Commissioners:

Sara Downs, Debbie Ford-Caron, Chantal Guay, Kevin Jack, Wyna Marois, Esther Paradis, Jean Robert, Jo-Ann Toulouse, Aline Visser; elected by acclamation at the November 2<sup>nd</sup>, 2014 School Board Elections, signed an oath solemnly swearing to faithfully discharge their duties as Commissioner for their mandate to the best of their judgement and ability.

Parent Commissioners:

Isabel Béland, Elementary Level Representative; Christian Falle, Outlying Regions Representative; Stephen Nellis, Secondary Level Representative; Patrsy Poulin, Special Needs Representative; nominated by their peers, signed their oaths solemnly swearing to faithfully discharge their duties as Parent Commissioners for the 2014-2015 year to the best of their judgement and ability.

Stephen Burke, Chairman informed the members that Heather Clibbon - Ward #6, Jo Rosenhek - Ward #5 and himself had already sworn their oaths of office in front of the Director General who had been designated for this purpose.

14-11.09

**Decision Regarding the Remuneration of the Commissioners**

It was MOVED D. Ford-Caron, SECONDED by J. Rosenhek and RESOLVED; that effective November 2, 2014, the total remuneration available for the 11 elected commissioners and the four parent commissioners be established in accordance with the amount payable described in Decree #707-104 adopted on July 16, 2014; and

THAT the total amount established be distributed among commissioners as per the following:

<b>Role</b>	<b>\$</b>	<b>Total</b>
Chairman	15,718 + 6,148	\$21,866
Vice-Chairperson (Council of Commissioners)	6,148 + 3,000	\$ 9,148
Vice-Chairperson (Executive Committee)	6,148 + 1,500	\$ 7,648
Commissioners (13)	6,148	\$ 6,148

AND that an amount of \$9,000 be reserved for additional travel expenses of Commissioners; and

THAT an amount of \$16,000 be reserved to recognize the participation of Commissioners on different Committees and be distributed once or twice per school year; and

THAT any unspent monies generated from the application of Decree 707-104 be brought back to the attention of the Council of Commissioners.

Commissioner E. Paradis voted against.

14-11.10

**Decisions Regarding the Composition of The Council of Commissioners**

a) Co-Opted Commissioners

Agreed UNANIMOUSLY that no co-opted commissioner was needed at this time on the Central Québec School Board Council of Commissioners.

b) Nomination of a Vice-Chairperson

It was MOVED by A. Visser, SECONDED by J. Rosenhek that Jean Robert be Vice-Chairperson of the Council of Commissioners;

It was MOVED by E. Paradis, SECONDED by C. Guay that Jo-Ann Toulouse be Vice-Chairperson of the Council of Commissioners;

It was MOVED by A. Visser, SECONDED by W. Marois and UNANIMOUSLY RESOLVED; that the nominations cease;

Decisions Regarding the Composition of The Council of Commissioners (continued)b) Nomination of a Vice-Chairperson (continued)

S. Burke asked each candidate whether they accept the nomination, Jo-Ann Toulouse declined. Therefore, Jean Robert was declared Vice-Chairman of the Council of Commissioners.

c) Nomination of Commissioners to the 2014-2015 CQSB Committeesa) **Executive Committee**

The Chairman is automatically member of the Executive Committee as prescribed by the Education Act.

It was MOVED by A. Visser, SECONDED by E. Paradis that the Central Québec School Board Executive Committee be composed of seven commissioners.

It was MOVED by A. Visser, SECONDED by S. Downs and UNANIMOUSLY RESOLVED; that the members of the 2014-2015 Executive Committee be as follows: Stephen Burke, Chairman; Stephen Pigeon, Director General; Jean Robert, Vice-Chairman and the Commissioners Heather Clibbon, Debbie Ford-Caron, Wyna Marois, Jo-Ann Toulouse, Aline Visser and Parent Commissioner, Isabel Béland.

It was MOVED by A. Visser, SECONDED by W. Marois that the Commissioners shall not receive an extra stipend to be part of the Central Québec School Board Executive Committee, as stated in Decree #707-104, as this committee is the wisdom of the Council of Commissioners.

S. Burke advised the Council that a majority of 6 votes is needed to accept or refuse the motion.

Votes for: W. Marois, E. Paradis, A. Visser

Votes against: S. Downs, D. Ford-Caron, C. Guay, , K. Jack, J. Robert, J. Rosenhek, J.-A. Toulouse

MOTION refused.

It was MOVED by A. Visser, SECONDED by S. Downs and UNANIMOUSLY RESOLVED; that for the 2014-2015 school year, the commissioner representatives for the Central Québec School Board committees be as follows:

**Human Resources Committee:** S. Burke, W. Marois, E. Paradis, J.-A. Toulouse;

**Audit Committee:** K. Jack, J. Rosenhek, A. Visser;

**Decisions Regarding the Composition of The Council of Commissioners (continued)**c) Nomination of Commissioners to the 2014-2015 CQSB Committees (continued)

**Ethics and Governance Committee:** S. Burke, H. Clibbon, S. Downs, J.-A. Toulouse;

**Transport Advisory Committees:**

<u>CQSB (Quebec City):</u>	W. Marois, E. Paradis;
<u>CQSB (Riverside Schools):</u>	D. Ford-Caron;
<u>C.s. de la Baie-James:</u>	J.-A. Toulouse;
<u>C.s. de la Capitale:</u>	No commissioner, only if needed;
<u>C.s. de l'Énergie:</u>	C. Guay;
<u>C.s. de la Jonquière:</u>	D. Ford-Caron;
<u>C.s. de La Riveraine:</u>	S. Downs;
<u>C.s. de Portneuf:</u>	J. Rosenhek;
<u>C.s. des Appalaches:</u>	A. Visser;
<u>C.s. du Chemin-du-Roy:</u>	S. Downs;
<u>C.s. du Lac Saint-Jean</u>	D. Ford-Caron;

**Labour Relations Committee**

School and Centre Administrators: J.-A. Toulouse, A. Visser;  
Senior Staff of Service: S. Burke, J. Robert;

**Evaluation of the Director General:** H. Clibbon, S. Downs, D. Ford-Caron;

**Expulsion Committee**

<u>Chibougamau:</u>	J.-A. Toulouse;
<u>Jonquière:</u>	D. Ford-Caron;
<u>La Tuque:</u>	C. Guay;
<u>Québec:</u>	J. Robert;
<u>Shawinigan:</u>	S. Downs;
<u>Thetford Mines:</u>	A. Visser;
<u>Trois-Rivières:</u>	S. Downs;

**Revision of a Decision Committee**

<u>Chibougamau/Jonquière:</u>	C. Guay, D. Ford-Caron, J.-A. Toulouse;
<u>Québec:</u>	K. Jack;
<u>Thetford Mines:</u>	H. Clibbon, A. Visser;
<u>Trois-Rivières/Shawinigan/La Tuque:</u>	S. Downs, D. Ford-Caron, C. Guay;

**Board Parity Committee:** A. Visser.

**14-11.11**      **Approval of the minutes of the regular meeting held on September 12, 2014**

It was MOVED by J.-A. Toulouse, SECONDED by C. Guay and RESOLVED; that the minutes of the regular meeting of the Council of Commissioners held on Friday, September 12<sup>th</sup>, 2014 be accepted as circulated.

Commissioner K. Jack abstained from voting.

**14-11.12**      **Business arising from the minutes**

No business to report.

**14-11.13**      **Report from the Chairman**

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

- QESBA Board Meeting and AGM – September 16<sup>th</sup>, 2014
- Marielle Stewart’s Retirement Party – September 17<sup>th</sup>, 2014
- CQSB Cross-Country Run – October 4<sup>th</sup>, 2014
- CQSB Agenda Meeting – October 29<sup>th</sup>, 2014
- Meeting with Human Resources – November 11<sup>th</sup>, 2014
- Working Sessions

**14-11.14**      **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) Open Houses
- c) 2013-2014 Graduation Rate
- d) Report on Major Renovation Projects
- e) Update on Bill 100
- f) Update on Upcoming Labour Negotiations
- g) Appreciation Weeks
- h) CQSB 2014 Cross-Country Run
- i) Labour Relations Committees
  - i. Senior Staff of Service – Directors, Coordinators and Management Staff
  - ii. Senior Staff of Schools and Centre – Principals (October 21, 2014)
  - iii. Teachers
  - iv. Professionals (November 7, 2014)
  - v. Support Staff

New Businessa) Bus Route 11: Recommendation of the Student Ombudsman

It was MOVED by E. Paradis, SECONDED by D. Ford-Caron and UNANIMOUSLY RESOLVED; that the Central Québec School Board Council of Commissioners adopt the recommendation of the Student Ombudsman, Ms. Anne Letellier de St-Just, to maintain the status quo on the bus route 11; and

THAT the Central Québec School Board Transportation Department make an extra effort to drop off the second group of students faster; and

THAT the Central Québec School Board Transportation Department reassess the bus route in Lac-Beauport each school year according to where the majority of students reside.

b) Review of the Code of Ethics and Professional Conduct for Commissioners (deposit)

The Code of Ethics and Professional Conduct for Commissioners was deposited for consultation purposes.

c) Review of the Rules of Order and Procedure for Meetings of the Council of Commissioners (deposit)

The Rules of Order and Procedure for Meetings of the Council of Commissioners was deposited for consultation purposes.

d) Reinstatement of Budgets to the Homework Assistance Program and Other Specific Student Services (adoption)

WHEREAS the Council of Commissioners did adopt on August 20<sup>th</sup>, 2014, a budget which did present a significant reduction in the school board's funds attributed to the Homework Assistance Program (HAP), to reading assistance and to measures against bullying;

WHEREAS the budget adopted last August did provide an amount of \$75,000 for the holding of school board elections in each of the 11 wards of the Central Québec School Board;

WHEREAS at the close of the nomination period for candidacies to the positions of school board commissioner and Chairperson, none of the positions were contested;

WHEREAS on October 9, 2014, Minister Yves Bolduc wrote to all the Chairpersons in the province reminding them of the recent adoption by the National Assembly of a motion to not allow school boards to reduce those budget elements dealing with the Homework Assistance Program, reading assistance and bullying;

New Business (continued)

- d) Reinstatement of Budgets to the Homework Assistance Program and Other Specific Student Services (adoption) (continued)

WHEREAS the Central Québec School Board Council of Commissioners feels that the money saved by not having to hold elections must definitely be returned to the students;

It was MOVED by C. Guay, SECONDED by S. Downs and UNANIMOUSLY RESOLVED; that the initial budget cuts made to the Homework Assistance Program and other programs identified in the letter of the Minister dated October 9, 2014, will be reinstated; and

THAT the *ministre de l'Éducation, du Loisir et du Sport* shall be informed of such reinstatement as well as the Premier of Québec, *minister Philippe Couillard* and all MNA's on the territory of the Central Québec School Board and the Québec English School Board Association.

- e) Eastern Québec Learning Center - Health Assistance and Nursing Program : Internships for the CSSS de la Vieille-Capitale (adoption)

WHEREAS the Eastern Québec Learning Centre offers the Health Assistance and Nursing Program which includes several internships for students;

WHEREAS a formal agreement must be signed between the Central Québec School Board and the *CSSS de la Vielle-Capitale*;

WHEREAS the *CSSS de la Vielle-Capitale* has agreed to provide students with the opportunity to carry out their internships in their establishments;

It was MOVED by D. Ford-Caron, SECONDED by W. Marois and UNANIMOUSLY RESOLVED; that the Central Québec School Board enter into an agreement with the *CSSS de la Vielle-Capitale* in order to enable students in the Health Assistance and Nursing program to carry out their internships; and

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



New Business (continued)f) Amendment One-Year Transportation Contracts (adoption)

It was MOVED by S. Downs, SECONDED by D. Ford-Caron and UNANIMOUSLY RESOLVED; that the Central Québec School Board accept the following one-year transportation contract for the 2014-2015 school year;

Transporter	Capacity	Territory	2014-2015 (\$) - Index 1.52% Excluding Tax
Nadia Lapointe	Berlin	Iles d'Orléans	\$7,607

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

g) Policy for Employee Conditions of Work During Emergency Temporary Closing of Establishments (adoption)

WHEREAS the draft Policy for Employee Conditions of Work During Emergency Temporary Closing was last adopted at the December 12, 2008 meeting of the Council;

WHEREAS a few minor clarifications were deemed necessary by the Administrative Council;

It was MOVED by D. Ford-Caron, SECONDED by S. Downs and UNANIMOUSLY RESOLVED; that the revised Policy for Employee Conditions of Work During Emergency Temporary Closing be adopted as in **Appendix 2** to the minutes.

h) Riverside Regional Schools: Formation of an Ad Hoc Committee - Modification or Revocation of a Deed of Establishment and Three-Year Plan (adoption)

WHEREAS section 4.0 of the CQSB Policy Concerning the Modification or Revocation of a Deed of Establishment states that "The School Board shall implement the consolidation of school enrolment where reorganisation is considered to be educationally advantageous and economically viable";

WHEREAS section 6.1 of the CQSB Policy Concerning the Modification or Revocation of a Deed of Establishment states that "The Council of Commissioners will appoint an ad hoc committee to review the criteria and to formulate a recommendation to the Council";

New Business (continued)

- h) Riverside Regional Schools: Formation of an Ad Hoc Committee – Modification or Revocation of a Deed of Establishment and Three-Year Plan (adoption) (continued)

It was MOVED by D. Ford-Caron, SECONDED by S. Downs and UNANIMOUSLY RESOLVED; that the Council of Commissioners approve the formation of an ad hoc committee to review the criteria and to formulate a recommendation to the Council regarding the modification of the Riverside Regional High School Deed of Establishment and Three Year Plan and the revocation of the Riverside Regional Elementary School Deed of Establishment and the Three Year Plan; and

THAT the committee be composed of the Director General, the Director of Human Resources, the Director of Finance and three Commissioners; D. Ford-Caron, J. Robert and A. Visser.

- i) Bill 10: Impact on the Jeffrey Hale – Saint-Brigid’s

WHEREAS the Central Québec School Board has been made aware of the negative repercussions of proposed Bill 10, *An Act to modify the organization and governance of the health and social services network*, on the English-speaking community of the Québec Metropolitan Area;

WHEREAS for the past 150 years the Jeffrey Hale-Saint Brigid’s has been diligently administered and managed by the English-speaking community and has served the Québec Metropolitan Area English-speaking community well;

WHEREAS Bill 10, as it is presently drafted, would force the Jeffrey Hale-Saint Brigid’s to become an entity within a large *Centre intégré de santé et de services sociaux* (CISSS) whose *Président-directeur général* (PDG) as well as its board members would be named by the Minister, thus leaving the English-speaking community with no authority over the health and social services provided to its members;

WHEREAS the schools of the Central Québec School Board have over the years been extremely well served by the Jeffrey Hale-Saint Brigid’s through various agreements ensuring the well-being of its students, both youth and adult;

WHEREAS the Central Québec School Board does not believe that the English-speaking community will be better served through a system over which it has no control;

It was MOVED by J. Robert, SECONDED by D. Ford-Caron and UNANIMOUSLY RESOLVED; that the Central Québec School Board fully supports the efforts of the English-speaking community of the Québec Metropolitan Area to have Bill 10, *Act to modify the organization and governance of the health and social services network*, amended such that it will *not* disavow 150 years of excellent community services provided by the Jeffrey Hale-Saint Brigid’s; and

New Business (continued)i) Bill 10: Impact on the Jeffrey Hale – Saint-Brigid’s (continued)

THAT copy of this motion be sent to the *Premier ministre de Québec*; Philippe Couillard, to the *Ministre de la Santé et des Services sociaux*; Gaétan Barrette, the *Ministre de l’Éducation, du Loisir et du Sport*; Yves Bolduc and to all MNAs situated in the vast territory of the Central Québec School Board.

j) Motion of Appreciation: CQSB Outgoing Commissioners

WHEREAS following the November 2, 2014 School Board Elections, the decrease in wards have caused certain Central Québec School Board commissioners to decide to not submit their candidacy;

WHEREAS these Commissioners, by their service over a 7-year period, demonstrated their commitment and dedication to the education of the English public schools network, particularly to the schools of the Central Québec School Board;

It was MOVED by J.-A. Toulouse, SECONDED by S. Downs and UNANIMOUSLY RESOLVED; that the Central Québec School Board offers its sincerest thanks for the commitment and dedication of the following outgoing Commissioners:

<b>Commissioner</b>	<b>Ward</b>	<b>Region</b>
Robert Lemelin	4	Québec City (East)
Marie-Soleil Tremblay	9	South Shore (West)
Darlene Brown	11	Trois-Rivières (East)
Edward Vining	12	Trois-Rivières (West)
Robert Vallières	13	Shawinigan
Marie-Claude Doucet	17	Saguenay

And THAT it be noted the high level of respect that permeated in the discussions of the Council of Commissioners because of their devotion to the success of our students; and

THAT a copy of this resolution with a letter signed by the Chairman, Mr. Stephen Burke be sent to each outgoing commissioner.

**14-11.15**

**New Business (continued)**

k) Motion of Congratulations: St. Patrick's Fighting Irish – Regional Championship

WHEREAS the St. Patrick's High School Fighting Irish football team played in the Regional Championship against the *Polyvalente Quatre-vents – Centurions* from St-Félicien on Sunday, November 9<sup>th</sup>, 2014;

WHEREAS they had not won the Regionals since 1980;

WHEREAS the Fighting Irish, Senior Juvenile Div. 3 Team won the Regional Championships with a score of 32 - 30 on the Plains of Abraham in front of a record crowd;

It was MOVED by E. Paradis, SECONDED by W. Marois and UNANIMOUSLY RESOLVED; that the Central Québec School Board Council of Commissioners congratulate the players and coaches of the St. Patrick's High School senior football team on their great 2014-2015 season, their teamwork and for earning the Regional Champion and League Champion banners; and

THAT a copy of this resolution be sent to the team:

- Players;
- Philippe Trudel, Head Coach;
- Kevin McNulty, Defensive Coordinator;
- André Gosselin, Offensive Coordinator;
- Samuel Bédard, Running Backs Coach;
- Gabriel Morales, Offensive Line Coach;
- Richard Bergeron, Linebackers Coach;
- Alex Dubois, Physiotherapist;
- Marc Ferland, Head of the Parent Football Committee.

**14-11.16**

**Committee Reports**

a) Executive Committee

No meeting was held.

b) Parents' Committee

A meeting was held on October 18<sup>th</sup>, 2014. S. Nellis made a report on this meeting. He mentioned that one of the topics discussed at this meeting was the Open Houses of the Québec region high schools that were organized this year on two separate days. S. Nellis asks S. Pigeon if there were any repercussions on this method. The Director General noted that he will be meeting with both principals to discuss of this issue and will return to the Council with an update.

**14-11.16**      **Committee Reports (continued)**

c) Transport Advisory Committee

A meeting was held on September 23<sup>rd</sup>, 2014. The main topic of this meeting was discussed at Item. 15. a) Bus Route 11: Recommendation of the Student Ombudsman.

d) Audit Committee

A meeting was held on September 29<sup>th</sup>, 2014. L. Després advised the Council that the financial statements will be deposited at the December meeting.

e) Evaluation of the Director General

No meeting was held.

f) Ethics and Governance Committee

No meeting was held.

g) Human Resources Committee

No meeting was held.

**14-11.17**      **Quebec English School Boards Association**

a) Report from the Board of Directors

No meetings were held. No report.

b) Reports from the Committees

No meetings were held. No report.

**14-11.18**      **Next meeting**

The next regular meeting of the Council of Commissioners will be held on Wednesday, December 10<sup>th</sup>, 2014 at 7:00 p.m.

**14-11.19**      **Question period**

a) Public

No public was present at this time.

**14-11.19**      **Question period (continued)**

b) Commissioners

D. Ford-Caron: Asks if possible to send a letter to the CQSB School to encourage students to attend the Council of Commissioners meetings.

**14-11.20**      **In-camera session**

No in-camera session was held.

**14.11.21**      **Adjournment**

The meeting was ADJOURNED at 9:39 p.m. on a MOTION by E. Paradis, SECONDED by C. Guay.

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Patti L. Moore  
Secretary General

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Stephen Burke  
Chairman

Approved on December 10, 2014

**Central Québec School Board Commissioners - November 2, 2014**

<b>Ward / Role</b>	<b>Region / Level</b>	<b>Name</b>
<b>Chairman</b>	All	Stephen Burke
<b>1</b>	Québec (East)	Wyna Marois
<b>2</b>	Québec (Upper Town)	Jean Robert
<b>3</b>	Québec (Centre & L' Ancienne-Lorette)	Esther Paradis
<b>4</b>	Fossambault, Shannon, Valcartier, Stoneham, Lac-Beauport	Kevin Jack
<b>5</b>	St. Augustin, Portneuf County, Trois-Rivières (East)	Jo Rosenhek
<b>6</b>	South Shore (East)	Heather Clibbon
<b>7</b>	South Shore (Nicolet, Thetford Mines, Lotbinière)	Aline R. Visser
<b>8</b>	Trois-Rivières (West) & Shawinigan	Sara Downs
<b>9</b>	La Tuque	Chantal Guay
<b>10</b>	Chibougamau	Jo-Ann Toulouse
<b>11</b>	Lac-St-Jean/Saguenay	Debbie Ford-Caron

**POLICY FOR EMPLOYEE CONDITIONS OF WORK DURING  
EMERGENCY TEMPORARY CLOSING OF ESTABLISHMENTS**

(Adopted December 12, 2008)

(Revision November 14, 2014)

*Note: The masculine gender is used throughout this policy solely in order to simplify the text.*



## Table of Contents

1. OBJECT OF THE POLICY .....	3
2. SCOPE .....	3
3. Procedures for obtaining information on the closing of establishments and for reporting such closures: .....	3
4. Work expected from employees: .....	3
5. Absence reports and payments of salaries .....	4
6. Recuperation of school day .....	4
7. Other activities .....	4
a) Happening in the schools .....	4
b) Organized by the services at the Board Office .....	4
8. Pre-authorized absence .....	4
9. Travelling for School Board business .....	4
10. Effective Date .....	4



## 1. OBJECT OF THE POLICY

Our organization expects all employees to report to work according to their respective schedules. However, inclement weather and other unforeseen and unusual circumstances or events may require the School Board to close its establishments (Schools, Centre, Board Office).

The safety of our employees and students is our priority and guides decisions made by the School Board in regard to the closing of establishments.

## 2. SCOPE

These procedures apply to all staff members (management staff, teaching personnel, professionals and support staff) unless otherwise specified in this policy.

## 3. Procedures for obtaining information on the closing of establishments and for reporting such closures:

- a) **Inclement weather:** Messages about closures will be broadcasted on local radio stations and will also appear on the School Board's web site. At the Schools/Centre, principals or a delegated person will call supply teachers and other temporary replacement employees scheduled to come in to cancel their assignment. At the Board Office, Directors of Service or a delegated person will inform their personnel and other temporary replacement employees scheduled to come in to cancel their assignment.
- b) **Other unforeseen and unusual circumstances or events:** (ex. fire, power failure, major water damage, etc.) - The principal of the school or centre and the School Board's Director General must immediately take appropriate measures to inform employees about the closing of establishments.

## 4. Work expected from employees:

- a) Establishments closed for the whole day (including evenings):
  - When an establishment is closed for the whole day, no employees should report to work;
  - However, in case of an emergency or exceptional situation, the Director General is informed first and in collaboration with the Directors of Service, school/centre principals may take measures to ensure that the establishment is open and employees may be called in.
- b) Establishments closed for part of the day (including evenings):
  - When an establishment is closed for part of the day, employees who are not already on the premises should not report to work;
  - When the decision to close an establishment is made, some employees might be asked to stay at work until children are safely sent home or until the situation is under control. The emergency plan of the establishment as well as collective agreements will guide the principal in the actions to take (for example - refer to article 5-11.07 of the local agreement for teaching personnel).



## 5. Absence reports and payments of salaries

- a) Employees who stay home or leave work due to the closing of their establishment are not required to fill out an absence report. These employees will continue to receive their regular wages. **Exceptions:** When a full-day closure occurs, supervisors working 15 hours or less per week (chapter 10-2.00) will not be paid. Also, supply teachers and other temporary replacement employees who are called before 7:00 a.m. to cancel their assignment will not be paid for their scheduled replacement.
- b) In the event that an employee is required to work because of an emergency situation as previously referred to in section 4, the employee will be granted equivalent time off or any other compensation as per collective agreement. This time off will be taken at a time mutually agreed on by the principal of the school or centre or the School Board's director of service and the person concerned.
- c) Support staff and professionals who are required to stay at work while employees of the group they belong to are not required to do so will receive paid compensation.

## 6. Recuperation of school day

When an establishment closes, unless otherwise decided by the School Board, this day will be declared a pedagogical day and one of the upcoming scheduled pedagogical days will be changed into a regular school day. If at least two hours and 30 minutes of student class time have passed before a closure is announced, then the time lost will not be recuperated.

## 7. Other activities

- a) **Happening in the schools:** when an establishment closes, all other activities scheduled to take place in the closed establishment such as governing board, parent-teacher night, extra-curricular activities, etc. are also cancelled.
- b) **Organized by the services at the Board Office:** (ex. Art Festival, Basketball Tournament, etc.), schools or centre (ex. extra-curricular activities) and happening outside of the school/centre or services at the Board Office will normally be cancelled.

## 8. Pre-authorized absence

If an absence has been pre-authorized prior to the closure of an establishment, the absence will be maintained and dealt with accordingly (ex. one day of vacation that has been pre-authorized will be deducted from the vacation bank).

## 9. Travelling for School Board business

Anyone who is travelling or is outside of the establishment on business (meeting, workshop, etc) on the day of a closure will be granted equivalent time off.

## 10. Effective Date

This Policy comes into effect on November 14, 2014.

