



Approved minutes of the regular meeting of the Council of Commissioners of the Central Québec School Board held on Wednesday, December 13, 2017 at 7:00 p.m. at the Board Office, 2046 chemin Saint-Louis, Québec (Québec) G1T 1P4.

Present:	Isabel Béland	Parent Commissioner (videoconference)
	Stephen Burke	Chairman
	Heather Clibbon	Commissioner (videoconference)
	Debbie Cornforth	Parent Commissioner
	Sara Downs	Commissioner (videoconference)
	Christian Falle	Parent Commissioner (videoconference)
	Debbie Ford-Caron	Commissioner (videoconference)
	Chantal Guay	Commissioner (videoconference)
	Jason Kilganan	Parent Commissioner (videoconference)
	Cameron Lavallee	Commissioner (videoconference)
	Wyna Marois	Commissioner
	Esther Paradis	Commissioner
	Stephen Pigeon	Director General
	Jean Robert	Vice-Chairman (videoconference)
	Jo-Ann Toulouse	Commissioner (videoconference)
	Aline Visser	Commissioner (telephone)
Absent:	Jo Rosenhek	Commissioner
In attendance:	Guylaine Allard	Director of Financial Services
	Gina Farnell	Director of Complementary Educational Services
	François Garon	Information Technology Technician
	Yves Lambert	Treasurer, CQTA (videoconference)
	Melanie Simard	Recording Secretary
	Sandra W. Griffin	Secretary General

17-12.01 Call to Order

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

17-12.02 Approval of the Agenda

It was MOVED by A. Visser, SECONDED by C. Guay and unanimously RESOLVED; THAT the agenda be approved as circulated.

17-12.03 Public Question Period

No questions were asked.

17-12.04 Question Period for Students

No students were present.

17-12.05 **Correspondence from Students**

No correspondence was received.

17-12.06 **Approval of the minutes of the regular meeting held on November 22, 2017**

It was MOVED by E. Paradis, SECONDED by D. Cornforth and unanimously RESOLVED; THAT the minutes of the regular meeting of the Council of Commissioners held on Wednesday, November 22, 2017 be accepted as circulated.

17-12.07 **Approval of the minutes of the special meeting held on November 27, 2017**

It was MOVED by W. Marois, SECONDED by D. Ford-Caron and RESOLVED; THAT the minutes of the special meeting of the Council of Commissioners held on Monday, November 27, 2017 be accepted as circulated.

Commissioner E. Paradis and Parent Commissioner I. Béland abstained from voting.

17-12.08 **Business arising from the minutes**

There was no business arising from the minutes.

17-12.09 **Deposit of 2016-2017 Financial Statements**

WHEREAS the audited financial statements for the 2016-2017 school year had been received by the Director General and presented to the Audit Committee on November 23, 2017;

WHEREAS the audited financial statements were submitted to the Council of Commissioners as required by the Education Act;

It was MOVED by J. Robert, SECONDED by A. Visser and unanimously RESOLVED; THAT the audited financial statements for the 2016-2017 school year be received.

17-12.10 **Report from the Chairman**

The Chairman had sent his report to Commissioners that addressed the following:

- CQSB Audit Committee Meeting – November 23, 2017
- PDG Meeting – November 24, 2017
- Special Meeting of Council – November 27, 2017
- Agenda Meeting – December 1, 2017
- Closed Meeting with Quebec Ministers of Finance and Education – December 1, 2017

17-12.11

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) Christmas Hamper
- c) Update on New Transfer Point in the Québec City Area
- d) 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

17-12.12

New Business

- a) Three-Year Plan for the Destination of Immovables and Deeds of Establishment (adoption)

WHEREAS section 211 of the Education Act stipulates that each school board shall establish a three-year plan for the allocation and destination of its immovables;

WHEREAS section 211 also stipulates that, in accordance with the plan, deeds of establishment are to be issued to each school and centre listed in the plan;

It was MOVED by J. Kilganan, SECONDED by C. Guay and unanimously RESOLVED; THAT pursuant to section 211 of the Education Act, the Central Québec School Board adopt the three-year plan and the deeds of establishment for its schools and centres for the, 2018-2019, 2019-2020 and 2020-2021 school years as in **Appendix 1** to the minutes.

- b) Criteria for the Admission and Enrolment of Students 2018-2019 (adoption)

WHEREAS appropriate consultation on the draft Criteria for the admission and enrolment of students for the 2018-2019 school year has taken place;

WHEREAS section 239 of the Education Act stipulates that the criteria must be adopted, put into force, and sent to each governing board at least 15 days before the beginning of the student enrolment period;

WHEREAS the enrolment period for the 2018-2019 school year will be from February 5th to February 23rd, 2018;

It was MOVED by I. Béland, SECONDED by E. Paradis and unanimously RESOLVED; THAT pursuant to sections 4, 213, and 239 of the Education Act, the Central Québec School Board adopt the Criteria for the admission and enrolment of students for the 2018-2019 school year as in **Appendix 2** to the minutes.

New Business (continued)c) Policy for CQSB Employees Offering “Private Services” to CQSB Students (adoption)

WHEREAS the draft Policy for CQSB Employees Offering “Private Services” to CQSB Students was deposited for consultation purposes at the October 11, 2017 regular meeting;

WHEREAS the appropriate consultation has taken place;

It was MOVED by J. Kilganan, SECONDED by W. Marois and unanimously RESOLVED; THAT the Policy for CQSB Employees Offering “Private Services” to CQSB Students be adopted as in **Appendix 3** to the minutes.

d) Policy Governing the Use of External Services in our Establishments (adoption)

WHEREAS the draft Policy Governing the Use of External Services in our Establishments was deposited for consultation purposes at the October 11, 2017 meeting;

WHEREAS the appropriate consultation has taken place;

It was MOVED by D. Ford-Caron, SECONDED by W. Marois and unanimously RESOLVED; THAT the Policy Governing the Use of External Services in our Establishments be adopted as in **Appendix 4** to the minutes.

e) Agreement with an Educational Private Establishment

It was MOVED by D. Ford-Caron, SECONDED by H. Clibbon and unanimously RESOLVED; THAT in virtue of article 213 of the Education Act and article 61 of the Private Education Act, the Central Québec School Board accepts to pay, in accordance with the budgetary rules of the *Ministère de l'Éducation* for the 2018-2019 school year, the schooling of certain students of its territory that attend the Vanguard private education establishment by agreement; and

THAT the students thus schooled are registered in accordance with the requirements of Bill 101 on the language of instruction; and

THAT the Director General be hereby authorized to sign for and in the name of the Central Québec School Board the necessary agreements for the application of the present resolution.

New Business (continued)f) Motion to Rescind Resolution 17-06.10 c)

WHEREAS the Council of Commissioners adopted at the June 14, 2017 regular meeting a resolution accepting the five-year transportation contracts;

WHEREAS the original resolution had errors in the amounts of certain contracts;

It was MOVED by E. Paradis, SECONDED by C. Guay and unanimously RESOLVED; THAT the Council of Commissioners rescind resolution 17-06.10 c) from the June 14, 2017 regular meeting.

g) Five-Year Transportation Contracts

WHEREAS the five-year transportation contracts came to an end as of June 30, 2017;

WHEREAS negotiations were carried out and agreements were reached for contracts for the five-year period beginning with the 2017-2018 school year within the budgetary allocation given by the *ministère de l'Éducation et de l'Enseignement supérieur*

It was MOVED by D. Cornforth, SECONDED by C. Guay and unanimously RESOLVED; THAT the Central Québec School Board enter into the following five-year transportation contracts for the 2017-2018, 2018-2019, 2019-2020, 2020-2021 and 2021-2022 school years;

Transporter	2016-2017 Base (\$)	2017-2018 Base (\$)	Lump sum for one year only
Autobus Tremblay & Paradis	\$1,102,778.00	\$1,100,211.49	\$5,718.43
Autobus Québec Métro	\$ 580,712.85	\$ 579,361.08	\$3,173.29
Autobus Laval	\$ 370,551.74	\$ 369,612.55	\$2,024.45
Transport Marc Juneau	\$ 143,147.38	\$ 142,813.82	\$ 782.22
Autobus Rowley	\$ 324,110.13	\$ 321,880.85	\$1,763.02
Transport Ronald Murphy	\$ 41,166.92	\$ 41,071.58	\$ 224.96
Autobus Laterrière	\$ 360,605.27	n/a	n/a
Société de Transport du Saguenay	n/a	\$ 301,353.49	-

and

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

New Business (continued)h) Class Action – Financial Contributions Required from Parents

WHEREAS the Central Québec School Board (CQSB), along with the 67 other School Boards in the Province of Québec, is included in the class action suit concerning the financial contributions required from parents, which was authorized by the Superior Court of Québec on December 6, 2017;

WHEREAS the legal grounds of this class action suit concerning the financial contributions required from parents are based particularly on the Education Act and the applicable rules that only the National Assembly or the Government may amend, on a proposal from the *Ministre de l'Éducation, du Loisir et du Sport*;

WHEREAS the class action suit has grave financial implications for the CQSB and could adversely affect the quality and diversity of educational services provided to students within the School Board's territory;

WHEREAS the judicial conclusions of the class action suit could threaten certain Public School Programs promoting school perseverance and academic success, thereby calling into question the financing of public schools;

WHEREAS the outcome of the class action suit could put the CQSB in a budget deficit situation, despite the School Board's consistent sound budget management;

WHEREAS it has become necessary to reflect on the desired practices and method of financing in relation to the financial contributions required from parents and the CQSB wishes to actively take part in this exercise;

WHEREAS it is imperative and urgent that the *Ministre de l'Éducation, du Loisir et du Sport* become actively involved in developing financial and legislative solutions concerning this issue:

It was MOVED by A. Visser, SECONDED by I. Béland and RESOLVED; THAT the Council of Commissioners of the Central Québec School Board ask the *Ministre de l'Éducation, du Loisir et du Sport* to become actively involved in developing financial and legislative solutions in regard to this class action suit against 68 School Boards in Québec, in an effort to maintain and develop public schooling; and

THAT this resolution be submitted to the Chairpersons of the other 67 other School Boards involved in the Collective Action concerning the financial contributions required from parents, to the Quebec English School Boards Association and to the *Fédération des commissions scolaires du Québec*.

17-12.13

Committee Reports

a) Executive Committee

No meeting was held.

b) Parents' Committee

A meeting was held on December 6, 2017. D. Cornforth reported on a presentation the Committee received from EPCA. C. Falle mentioned that the CQSB Director General presented his 2017-2018 Organizational Objectives at this meeting.

c) Special Needs Advisory Committee

A meeting was held on December 11, 2017. J. Kilganan made a detailed report of this meeting to the Council.

d) Transport Advisory Committee

No meeting was held.

e) Audit Committee

A meeting was held on November 23, 2017. J. Robert reported that the main item of this meeting was the presentation of the 2016-2017 audited financial statements that were deposited earlier at this 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) Resource Allocation Committee

No meeting was held.

17-12.14 **Quebec English School Boards Association**

a) Report from the Board of Directors

No report was made. The next meeting is on December 15, 2017.

b) Report from Committees

No report was made.

17-12.15 **Next meeting**

The next regular meeting of the Council of Commissioners will be held on Wednesday, January 17, 2018.

17-12.16 **Question period**

a) Public

No questions were asked.

b) Commissioners

No questions were asked.

17-12.17 **In-camera session**

No in-camera session was held.

17-12.18 **Adjournment**

The meeting was ADJOURNED at 8:13 p.m. on a MOTION by A. Visser.

Sandra Wright Griffin
Secretary General

Stephen Burke
Chairman

Approved on January 17, 2018.



THREE-YEAR PLAN FOR THE ALLOCATION AND DESTINATION OF IMMOVABLES

2018-2019 / 2019-2020 / 2020-2021

(Adopted on December 13, 2017)

Building Premises	A.S. Johnson Memorial High School					
Deed of Establishment #:	I					
Address:	919, rue Mooney Ouest, Thetford Mines G6G 6H3					
Level of Instruction Provided:	Secondary: Cycles 1 & 2					
Capacity:	240					
Provisional estimated enrolment	2018-2019:	97	2019-2020:	93	2020-2021:	81
Building Premises	Bishop Mountain School					
Deed of Establishment #:	II					
Address:	2046, chemin St-Louis, Québec G1T 1P4					
Level of Instruction Provided:	Administrative offices					
Capacity:	n/a					
Provisional estimated enrolment	2018-2019:	n/a	2019-2020:	n/a	2020-2021:	n/a
Building Premises	Dollard des Ormeaux School					
Deed of Establishment #:	III					
Address:	18 rue Ladas, Shannon G0A 1R1					
Level of Instruction Provided:	Preschool: 5-year old, Primary: Cycles 1, 2 & 3, Secondary: Cycles 1 & 2					
Capacity:	Primary: 598 & Secondary: 240					
Provisional estimated enrolment	2018-2019:	P 470 S 142	2019-2020:	P 480 S 160	2020-2021:	P 480 S 160
Building Premises	Eastern Québec Learning Centre					
Deed of Establishment #:	IV (a) & IV (b)					
Address:	3005, rue William-Stuart, Québec G1W 1V4					
Level of Instruction Provided:	General Education: Adult (a) Vocational Education (b)					
Capacity:	--					
Provisional estimated enrolment	2018-2019:	-	2019-2020:	-	2020-2021:	-
Building Premises	James Chescappio Memorial Learning Centre					
Deed of Establishment #:	IV (c)					
Address:	104, Nabinacaboo Road, Kawawachikamach (Quebec), G0G 2Z0					
Level of Instruction Provided:	General Education - Adult (c)					
Capacity:	n/a					
Provisional estimated enrolment	2018-2019:	-	2019-2020:	-	2020-2021:	-
Building Premises	Everest Elementary School					
Deed of Establishment #:	V					
Address:	2280, Laverdière, Québec G1P 2T3					
Level of Instruction Provided:	Preschool: 5-year olds, Primary: Cycles 1, 2 & 3					
Capacity:	437					
Provisional estimated enrolment	2018-2019:	339	2019-2020:	324	2020-2021:	279
Building Premises	Holland Elementary School					
Deed of Establishment #:	VI					
Address:	940, avenue Ernest Gagnon, Québec G1S 3R2					
Level of Instruction Provided:	Preschool: 5-year olds, Primary: Cycles 1, 2 & 3					
Capacity:	368					
Provisional estimated enrolment	2018-2019:	280	2019-2020:	281	2020-2021:	301

Building Premises	Jimmy Sandy Memorial School					
Deed of Establishment #:	VII					
Address:	1014 Naskapi Road, P.O. Box 5152, Kawawachikamach G0G 2Z0					
Level of Instruction Provided:	Preschool: 4 & 5-year olds, Primary: Cycles 1, 2 & 3, Secondary: Cycles 1 & 2					
Capacity:	Primary: 207 & Secondary: 270					
Provisional estimated enrolment	2018-2019:	P 153 S 80	2019-2020:	P 150 S 75	2020-2021:	P 150 S 75
Building Premises	La Tuque High School					
Deed of Establishment #:	VIII					
Address:	531, rue St-Maurice, La Tuque G9X 3E9					
Level of Instruction Provided:	Preschool: 4 & 5-year olds, Primary: Cycles 1, 2 & 3, Secondary: Cycles 1 & 2					
Capacity:	Primary: 253 & Secondary: 150					
Provisional estimated enrolment	2018-2019:	P 109 S 56	2019-2020:	P 105 S 64	2020-2021:	P 111 S 69
Building Premises	MacLean Memorial School					
Deed of Establishment #:	IX					
Address:	159 - 5 ^e Avenue, Chibougamau G8P 2E6					
Level of Instruction Provided:	Preschool: 4 & 5-year olds, Primary: Cycles 1, 2 & 3, Secondary: Cycles 1 & 2					
Capacity:	Primary: 207 & Secondary: 210					
Provisional estimated enrolment	2018-2019:	P 152 S 84	2019-2020:	P 141 S 98	2020-2021:	P 164 S 92
Building Premises	Mauricie English Elementary School					
Deed of Establishment #:	X					
Address:	1241, rue Nicolas-Perrot, Trois-Rivières G9A 1C2					
Level of Instruction Provided:	Preschool: 5-year olds, Primary: Cycles 1, 2 & 3					
Capacity:	529					
Provisional estimated enrolment	2018-2019:	272	2019-2020:	276	2020-2021:	270
Building Premises	Portneuf Elementary School					
Deed of Establishment #:	XI					
Address:	35, rue Richard, Cap-Santé G0A 1L0					
Level of Instruction Provided:	Preschool: 5-year olds, Primary: Cycles 1, 2 & 3					
Capacity:	230					
Provisional estimated enrolment	2018-2019:	135	2019-2020:	136	2020-2021:	140
Building Premises	Québec High School					
Deed of Establishment #:	XII					
Address:	945, avenue Belvédère, Québec G1S 3G2					
Level of Instruction Provided:	Secondary: Cycles 1& 2					
Capacity:	720					
Provisional estimated enrolment	2018-2019:	422	2019-2020:	425	2020-2021:	425
Building Premises	Riverside Regional High School					
Deed of Establishment #:	XIII					
Address:	1770, rue Joule, Ville de Saguenay G7S 3B1					
Level of Instruction Provided:	Secondary: Cycles 1& 2					
Capacity:	300					
Provisional estimated enrolment	2018-2019:	123	2019-2020:	126	2020-2021:	97
Building Premises	Surplus building					
Deed of Establishment #:	XIV					
Address:	1782, rue Neilson, Ville de Saguenay G7S 3A2					
Level of Instruction Provided:	n/a					
Capacity:	n/a					
Provisional estimated enrolment	2018-2019:	n/a	2019-2020:	n/a	2020-2021:	n/a
Building Premises	St. Patrick Elementary School					
Deed of Establishment #:	XV					
Address:	919, rue Mooney Ouest, Thetford Mines G6G 6H3					
Level of Instruction Provided:	Preschool: 5-year olds, Primary: Cycles 1, 2 & 3					
Capacity:	253					
Provisional estimated enrolment	2018-2019:	167	2019-2020:	179	2020-2021:	176



Building Premises	St. Patrick's High School			
Deed of Establishment #:	XVI			
Address:	75, rue de Maisonneuve, Québec G1R 2C4			
Level of Instruction Provided:	Secondary: Cycles 1 & 2			
Capacity:	870			
Provisional estimated enrolment	2018-2019:	521	2019-2020:	521
			2020-2021:	521
Building Premises	St. Vincent School			
Deed of Establishment #:	XVII			
Address:	995, avenue Wolfe, Québec G1V 3J9			
Level of Instruction Provided:	Preschool: 5-year olds, Primary: Cycles 1, 2 & 3			
Capacity:	575			
Provisional estimated enrolment	2018-2019:	482	2019-2020:	475
			2020-2021:	470
Building Premises	Ste-Foy Elementary School			
Deed of Establishment #:	XVIII			
Address:	1240, rue Julien-Green, Québec G1W 3M1			
Level of Instruction Provided:	Preschool: 5-year olds, Primary: Cycles 1, 2 & 3			
Capacity:	299			
Provisional estimated enrolment	2018-2019:	191	2019-2020:	185
			2020-2021:	169
Building Premises	Shawinigan High School			
Deed of Establishment #:	XIX			
Address:	1125, avenue des Cèdres, Shawinigan G9N 1P7			
Level of Instruction Provided:	Preschool: 5-year olds, Primary: Cycles 1, 2 & 3, Secondary: Cycles 1 & 2			
Capacity:	Primary: 207 & Secondary: 240			
Provisional estimated enrolment	2018-2019:	P 151 S 59	2019-2020:	P 139 S 61
			2020-2021:	P 158 S 67
Building Premises	Three Rivers Academy			
Deed of Establishment #:	XX			
Address:	1875, rue Nicolas-Perrot, Trois-Rivières G9A 1C5			
Level of Instruction Provided:	Secondary: Cycles 1 & 2			
Capacity:	420			
Provisional estimated enrolment	2018-2019:	111	2019-2020:	110
			2020-2021:	92
Building Premises	Valcartier Elementary School			
Deed of Establishment #:	XXI			
Address:	1748, boulevard Valcartier, Saint-Gabriel-de-Valcartier G0A 4S0			
Level of Instruction Provided:	Preschool: 5-year olds, Primary: Cycles 1, 2 & 3			
Capacity:	92			
Provisional estimated enrolment	2018-2019:	73	2019-2020:	71
			2020-2021:	74
Building Premises	Riverside Regional Elementary School			
Deed of Establishment #:	XXII			
Address:	1750, rue Joule, Ville de Saguenay G7S 3B3			
Level of Instruction Provided:	Preschool: 5-year olds, Primary: Cycles 1, 2 & 3			
Capacity:	368			
Provisional estimated enrolment	2018-2019:	306	2019-2020:	301
			2020-2021:	290



**DEEDS OF ESTABLISHMENT
2018-2019**

DEED OF ESTABLISHMENT I

Name: A.S. Johnson Memorial High School
Address: 919, rue Mooney Ouest, Thetford Mines G6G 6H3
School Board: Central Québec
Building Code: 881 007
Levels of Instruction: Secondary - Cycles 1 & 2
Language of Instruction: English
Premises The entire building is used for educational purposes

DEED OF ESTABLISHMENT II

Name: Bishop Mountain School
Address: 2046, chemin St-Louis, Québec G1T 1P4
School Board: Central Québec
Building Code: 881 030
Levels of Instruction: Administrative offices
Language of Instruction: n/a
Premises The entire building is used for administrative purposes

DEED OF ESTABLISHMENT III

Name: Dollard des Ormeaux School
Address: 18, rue Ladas, Shannon G0A 1R1
School Board: Central Québec
Building Code: 881 011
Levels of Instruction: Preschool: 5-year olds
Primary: Cycles 1, 2 & 3
Secondary: Cycles 1 & 2
Language of Instruction: English
Premises The entire building is used for educational purposes

DEED OF ESTABLISHMENT IV (a)

Name: Eastern Québec Learning Centre
Address: 3005, rue William-Stuart, Québec G1W 1V4
School Board: Central Québec
Building Code: 881 028
Levels of Instruction: General Education: Adult
Language of Instruction: English
Premises The entire building is used for educational purposes with the exception of the rooms indicated in the shaded areas of the **attached floor plan**

DEED OF ESTABLISHMENT IV (b)

Name: Eastern Québec Learning Centre
Address: 3005, rue William-Stuart, Québec G1W 1V4
School Board: Central Québec
Building Code: 881 028
Levels of Instruction: Vocational Education
Language of Instruction: English
French
Premises The entire building is used for educational purposes with the exception of the rooms indicated in the shaded areas of the **attached floor plan**

DEED OF ESTABLISHMENT IV (c)

Name: James Chescappio Memorial Learning Centre
Address: 104, Nabainacaboo Road, Kawawachikamach G0G 2Z0
School Board: Central Québec
Building Code: 881B800 (temporary code)
Levels of Instruction: General Education: Adult
Language of Instruction: English
French
Premises The entire building is used for educational purposes



DEED OF ESTABLISHMENT V

Name: Everest Elementary School
Address: 2280, Laverdière, Québec G1P 2T3
School Board: Central Québec
Building Code: 881 010
Levels of Instruction: Preschool: 5-year olds
Primary: Cycles 1, 2 & 3
Language of Instruction: English
Premises The entire building is used for educational purposes

DEED OF ESTABLISHMENT VI

Name: Holland Elementary School
Address: 940, avenue Ernest Gagnon, Québec G1S 3R2
School Board: Central Québec
Building Code: 881 004
Levels of Instruction: Preschool: 5-year olds
Primary: Cycles 1, 2 & 3
Language of Instruction: English
Premises The entire building is used for educational purposes

DEED OF ESTABLISHMENT VII

Name: Jimmy Sandy Memorial School
Address: 1014 Naskapi Road, P.O. Box 5152, Kawawachikamach G0G 2Z0
School Board: Central Québec
Building Code: 881 025
Levels of Instruction: Preschool: 4 & 5-year olds
Primary: Cycles 1, 2 & 3
Secondary: Cycles 1 & 2
Language of Instruction: English
Naskapi
Premises The entire building is used for educational purposes

DEED OF ESTABLISHMENT VIII

Name: La Tuque High School
Address: 531, rue St-Maurice, La Tuque G9X 3E9
School Board: Central Québec
Building Code: 881 017
Levels of Instruction: Preschool: 4 & 5-year olds
Primary: Cycles 1, 2 & 3
Secondary: Cycles 1 & 2
Language of Instruction: English
Premises The entire building is used for educational purposes

DEED OF ESTABLISHMENT IX

Name: MacLean Memorial School
Address: 159 - 5^e Avenue, Chibougamau G8P 2E6
School Board: Central Québec
Building Code: 881 021 (Secondary)
881 022 (Primary)
Levels of Instruction: Preschool: 4 & 5-year olds
Primary: Cycles 1, 2 & 3
Secondary: Cycles 1 & 2
Language of Instruction: English
Premises The entire building is used for educational purposes

DEED OF ESTABLISHMENT X

Name: Mauricie English Elementary School
Address: 1241, rue Nicolas-Perrot, Trois-Rivières G9A 1C2
School Board: Central Québec
Building Code: 881 014
Levels of Instruction: Preschool: 5-year olds
Primary: Cycles 1, 2 & 3
Language of Instruction: English
Premises The entire building is used for educational purposes



DEED OF ESTABLISHMENT XI

Name: Portneuf Elementary School
Address: 35, rue Richard, Cap-Santé G0A 1L0
School Board: Central Québec
Building Code: 881 009
Levels of Instruction: Preschool: 5-year olds
Primary: Cycles 1, 2 & 3
Language of Instruction: English
Premises The entire building is used for educational purposes

DEED OF ESTABLISHMENT XII

Name: Québec High School
Address: 945, avenue Belvédère, Québec G1S 3G2
School Board: Central Québec
Building Code: 881 002
Levels of Instruction: Secondary: Cycles 1 & 2
Language of Instruction: English
Premises The entire building is used for educational purposes

DEED OF ESTABLISHMENT XIII

Name: Riverside Regional High School
Address: 1770, rue Joule, Ville de Saguenay G7S 3B1
School Board: Central Québec
Building Code: 881 019
Levels of Instruction: Secondary: Cycles 1 & 2
Language of Instruction: English
Premises The entire building is used for educational purposes

DEED OF ESTABLISHMENT XIV

Name: Surplus building
Address: 1782, rue Neilson, Ville de Saguenay G7S 3A2
School Board: Central Québec
Building Code: 881 020
Levels of Instruction: n/a
Language of Instruction: n/a
Premises n/a

DEED OF ESTABLISHMENT XV

Name: St. Patrick Elementary School
Address: 919, rue Mooney Ouest, Thetford Mines G6G 6H3
School Board: Central Québec
Building Code: 881 007
Levels of Instruction: Preschool: 5-year olds
Primary: Cycles 1, 2 & 3
Language of Instruction: English
Premises The entire building is used for educational purposes

DEED OF ESTABLISHMENT XVI

Name: St. Patrick High School
Address: 75, rue de Maisonneuve, Québec G1R 2C4
School Board: Central Québec
Building Code: 881 005
Levels of Instruction: Secondary: Cycles 1 & 2
Language of Instruction: English
Premises The entire building is used for educational purposes with the exception of the rooms indicated in the shaded areas of the **attached floor plan**



DEED OF ESTABLISHMENT XVII

Name: St. Vincent School
Address: 995, avenue Wolfe, Québec G1V 3J9
School Board: Central Québec
Building Code: 881 001
Levels of Instruction: Preschool: 5-year olds
Primary: Cycles 1, 2 & 3
Language of Instruction: English
Premises The entire building is used for educational purposes

DEED OF ESTABLISHMENT XVIII

Name: Ste-Foy Elementary School
Address: 1240, rue Julien-Green, Québec G1W 3M1
School Board: Central Québec
Building Code: 881 006
Levels of Instruction: Preschool: 5-year olds
Primary: Cycles 1, 2 & 3
Language of Instruction: English
Premises The entire building is used for educational purposes

DEED OF ESTABLISHMENT XIX

Name: Shawinigan High School
Address: 1125, avenue des Cèdres, Shawinigan G9N 1P7
School Board: Central Québec
Building Code: 881 016
Levels of Instruction: Preschool: 5-year olds
Primary: Cycles 1, 2 & 3
Secondary: Cycles 1 & 2
Language of Instruction: English
Premises The entire building is used for educational purposes

DEED OF ESTABLISHMENT XX

Name: Three Rivers Academy
Address: 1875, rue Nicolas-Perrot, Trois-Rivières G9A 1C5
School Board: Central Québec
Building Code: 881 015
Levels of Instruction: Secondary: Cycles 1 & 2
Language of Instruction: English
Premises The entire building is used for educational purposes

DEED OF ESTABLISHMENT XXI

Name: Valcartier Elementary School
Address: 1748, boulevard Valcartier, Saint-Gabriel-de-Valcartier G0A 4S0
School Board: Central Québec
Building Code: 881 008
Levels of Instruction: Preschool: 5-year olds
Primary: Cycles 1, 2 & 3
Language of Instruction: English
Premises The entire building is used for educational purposes

DEED OF ESTABLISHMENT XXII

Name: Riverside Regional Elementary School
Address: 1750, rue Joule, Ville de Saguenay G7S 3B3
School Board: Central Québec
Building Code: 881 018
Levels of Instruction: Preschool: 5-year olds
Primary: Cycles 1, 2 & 3
Language of Instruction: English
Premises The entire building is used for educational purposes





COMMISSION SCOLAIRE CENTRAL QUÉBEC
CENTRAL QUÉBEC SCHOOL BOARD

**CRITERIA FOR THE ADMISSION AND ENROLMENT
OF STUDENTS AND THE APPLICATION OF
SCHOOL BOUNDARIES - 2018-2019 SCHOOL YEAR**

(Adopted December 13, 2017)

CRITERIA

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

THE REGISTRATION PERIOD IS FROM: MONDAY, FEBRUARY 5 TO FRIDAY, FEBRUARY 23, 2018

STUDENTS WHO ARE CURRENTLY REGISTERED AT THE CENTRAL QUÉBEC SCHOOL BOARD MUST REGISTER ON-LINE USING THE PARENT PORTAL AND THE MOZAIK REGISTRATION APPLICATION.

STUDENTS NEW TO CQSB MUST REGISTER BY COMPLETING A HARD COPY OF THE APPLICATION FORM AVAILABLE AT SCHOOLS OR THE SCHOOL BOARD OFFICE.

1. The elementary and secondary schools under the jurisdiction of the Central Québec School Board will accept requests for admission and enrolment for students who reside on the territory of the School Board and:

- Have attained the age of admission as defined by the Education Act or who have obtained a derogation of age* requirement prior to their first day of school. Students who have requested a derogation of age requirement but have not received approval from the School Board will not be permitted to attend school;
- Have been informed by the Ministry of Education that they are eligible for English language education. Students who have not received such notification from the Ministry will not be permitted to attend an English school until notification is obtained;
- Have provided a copy of all documents required by the School Board.

* School principals, secretaries, professionals or any other personnel dealing with the registration of students are encouraged to read the *Procedures Concerning Requests for a Derogation to the Age of Admission to Preschool and Primary Education*. This document is found on the CQSB Website.

2. Requests for students living on the territory of another school board for the purposes of attending the 4-yr-old Pre-Kindergarten for students in disadvantaged areas, and who have obtained the approval of their school board and the Central Québec School Board prior to registering will also be accepted subject to the clauses listed below. (see 3 b)

3. a) For kindergarten and elementary students wishing to attend La Tuque High, Mauricie English Elementary, Shawinigan High, St. Patrick (Thetford Mines), Portneuf Elementary, Riverside Regional Elementary School, and MacLean Memorial Schools, all requests for admission and enrolment meeting the criteria outlined in Section 1 above will be accepted.

b) Students attending the four-year-old kindergarten program for students in a region considered as disadvantaged must reside within a postal code that is designated by the Minister as meeting the criteria. Said criteria are linked to the poverty index (ISME). The minimum number of students to establish a class shall be six (6) and the maximum number shall be eighteen (18)*. Funding for this class is determined on an annual basis by the Ministry.

4. a) For secondary level students wishing to attend A.S. Johnson Memorial High, Dollard-des-Ormeaux, La Tuque High, MacLean Memorial, Riverside Regional High School, Shawinigan High School and Three Rivers Academy, all requests for admission and enrolment meeting the criteria outlined in Section 1 above will be accepted.

b) For secondary level students wishing to attend either Québec High or St. Patrick's High Schools in Québec City, all requests for admission that meet the criteria outlined in Section 1 above will be accepted. Students will be enrolled in a school subject to the following guidelines:



i) Students currently attending Québec High School or St. Patrick's High School

Students who attended either Québec High School or St. Patrick's High School during the 2017-2018 school year may register at the school of their choice for the following year. Requests for registration will be handled through the school that the student attended in 2017-2018.

*subject to changes in the Collective Agreement

ii) Students currently attending a CQSB school other than D.D.O.

Students who attended a school of the Central Québec School Board other than Québec High School, Dollard-des-Ormeaux or St. Patrick's High School during the 2017-2018 school year, and who wish to register at either Québec High School or St. Patrick's High School may apply to the school of their choice for Secondary for the following year. Requests for registration will be received through the school that the student attended in 2017-2018.

HOWEVER, all such requests received after February 23, 2018 will be sent to the Board for placement as per provisions in Section 4, B, iii B. This placement will be subject to approval from the Board depending on available space and resources at Québec High School or St. Patrick's High School.

iii) Students currently attending DDO

Students who attended DDO during the 2017-2018 school year, and who wish to register at QHS or St. Patrick's High School for the 2018-2019 school year may do so during the registration period. However, the conditions outlined in Section 5, b, i-bullet one concerning rights to transportation would apply.

iv) Students not currently attending a CQSB school

A. All requests for registration of students who meet the criteria in section 1 and who did not attend a Central Québec school during the 2017-2018 school year, including students from private schools or the French Sector, will be received and processed by the school of their choice. Requests must be received prior by February 23, 2018. Requests that are mailed must be post-marked by mid-night of February 22, 2018

B. All secondary students whose requests for registration are received after the deadline will be assigned to a school by Educational Services. Assignments will be based on the availability of space at the school. A notification of the confirmation of the school to which the student has been assigned will be given to the parents once the application has been processed by Educational Services.

C. All current CQSB students whose requests are received after the deadline will be subject to the provisions of paragraph B.



D. All requests for registration of students registered in the International Student Program (ISP) who meet the criteria in Section 1 will have their applications processed at the Board and will be assigned to a school by Educational Services.

5. a) Kindergarten and elementary students registering in the Québec City region who meet the criteria outlined in Section 1 will be assigned to a school according to the territorial boundaries or catchment areas as determined by the Council of Commissioners¹: Dollard-des-Ormeaux, Everest Elementary, Holland Elementary, Ste-Foy Elementary, St-Vincent, and Valcartier Elementary Schools.

¹ See Appendix 1 for the description of the catchment areas.

Families with parents having joint custody and whose domiciles are located in two different catchment areas will be required to choose which of the addresses will be ~~is~~ their official address for school placement. The children will attend the school in that catchment area and transportation will be provided to and from the official address only.

- b) Requests for cross-boundary transfers, that is, the enrolment of a kindergarten or elementary student in a school other than the school to which he/she is assigned, may be granted for the period of one year only², subject to the following:
- i) The granting of the request:
 - does not entitle the student to transportation;
 - cannot create oversized classes, oversized grade levels or oversized cycles within the chosen school according to maximum sizes;
 - does not guarantee that the student will receive the same type of service that is provided at the school to which the student was originally assigned;
 - cannot create any additional cost to the School Board;
 - will be granted only upon consultation with the school principal.
 - ii) A written request must be submitted to the principal of the out-going school. This request must be received by no later than May 1 of the preceding school year.

Requests received after the deadline of May 1 will not be considered until after September 1 of the given school year.

The School Board will render a decision and advise parents once the request has been processed by Educational Services.

- iii) If spaces are available they will be filled on a first come, first served basis from amongst those who applied as stipulated in 5.b.ii).
- iv) Academic and social factors may be taken into consideration when rendering a decision about transfers.
- v) For new families registering to the CQSB, and requesting a cross-boundary transfer after the May 1 deadline, requests must come to the school board and they will be dealt with on a case by case basis.



²Those families who were granted a cross-boundary transfer must re-apply for the 2018-2019 school year.

6. The Central Québec School Board recognizes that in the Metropolitan Québec City area, it may be necessary to transfer students from one school to another. This could occur when the educational services, as defined in the Basic School Regulation, needed for a student or group of students, are not offered in one school, but are in another. This could result in the transfer of the student to another school if it is in the best interest for their social, pedagogical, or psychological welfare as determined after an evaluation of the student by the School Board.
7. When the School Board is unable to provide services for a student, it may be necessary to enter into an agreement with another school board, a private school, or an institution under the jurisdiction of another ministry, for the provision of educational services in accordance with sections 213 and 214 of the Education Act.
8. All requests to transfer a student from one Central Québec school to another, within the same region and received after September 30 will be treated on a case by case basis by Educational Services. A decision on the request will be determined after an evaluation by the School Board, taking into account the psychological and/or social considerations of the particular student.



Appendix 1 - Transportation and Enrolment Catchment Areas 2018-2019

1. For students attending the following schools, the territory for transportation purposes is determined by the French school board that provides transportation:

- La Tuque High School
- Shawinigan High School
- Mauricie English Elementary (Trois-Rivières)
- Three Rivers Academy
- St. Patrick Elementary School (Thetford Mines)
- A.S. Johnson Memorial High School (Thetford Mines)*
- Portneuf Elementary School
- Dollard-des-Ormeaux School*
- Riverside Regional School*
- MacLean Memorial School*

≡ The Central Québec School Board organizes pupil transportation for some of the students attending these schools who live on the territory of municipalities where pupil transportation was provided during the 2017-2018 school year in accordance with the School Board's Transport Policy.

2. For students attending the following schools, the territories established for transportation are as indicated below:

- i) **Québec High and St. Patrick's High Schools:** The Metropolitan Québec City area and municipalities on the south shore which fall within the area covered by the yellow bus routes, which were in place during the 2017-2018 school year.
- ii) **Holland Elementary School:** The area covered by Stoneham, Lac-Delage, Lac-Beauport, Château-Richer, L'Ange-Gardien, Ste-Anne-de-Beaupré, Ile d'Orléans, Mont Ste-Anne, Saint-Ferréol-les-Neiges, Boischatel and Ste-Brigitte-de-Laval, as well as that part of the Ville de Québec starting at a point on the southern boundary of the Ville de Québec due south of the Anse-au Foulon then on a line north through and including the Parc du Bois-de-Coulonge to rue Grand-Allée, then west on a line along the middle of rue Grand-Allée and then boul. Laurier to av. Marguerite-Bourgeois, north on a line behind the dwellings on the west side of av. Marguerite-Bourgeois to boul. René-Lévesque, west on a line along the middle of boul. René-Lévesque to av. Painchaud, north on a line behind the dwellings on the west side of av. Painchaud and then west along the center of rue Hélène-Boulé to rue Pierre-Maufay, north along the middle of rue Pierre-Maufay to ch. Ste-Foy, west along the center of ch. Ste-Foy to rue Émile-Côté, continuing on a line north along the middle of rue Émile-Côté and its extension to autoroute Charest, east along the middle of autoroute Charest to av. St-Sacrement, then north along the middle of av. St-Sacrement to the intersection of boul. Wilfrid-Hamel, and from this point east along the boundary of the arrondissement La Cité (the Rivière St-Charles), to its intersection with the eastern boundary of Arrondissement Limoilou and then north on this boundary to Autoroute Félix-Leclerc, west along the autoroute to 1^{re} Av., north along the middle of 1^{re} Av. then boul. Henri-Bourassa to a point just south of the dwellings along the south side of rue Saint-Aubert, rue de l'Étoile and rue des Anciens-Canadiens and east along this line to the Rivière Des Roches, then on a line north past the sandpit on the east side to a point just north of a line running behind the dwellings on the north side of rue Hector-Bédard and rue du Rebord and following this line west to autoroute Laurentien, then north along the autoroute to the boundary of the Ville de Québec, then west and then south along this boundary to a point just south of rue des



Alisiers, then west to Lac- St-Charles and north through the lake to the boundary of the Ville de Québec, past Lac-Delage on the west side and continuing north and then east on a line to av. Tewkesbury just north of rue Plante , then north on a line behind the dwellings on the east side of av. Tewkesbury to the Rivière Jacques- Cartier to the east of and excluding Tewkesbury.

- iii) **Ste-Foy Elementary School:** Includes a part of the Ville de Québec defined as follows; starting at a point on the southern boundary of the Ville de Québec due south of the Anse-au-Foulon, then on a line north through and including the Parc du Bois-de-Coulonge to rue Grand-Allée, then west on a line along the middle of rue Grand-Allée and then boul. Laurier to av. Marguerite- Bourgeois, north on a line behind the dwellings on the west side of av. Marguerite- Bourgeois to boul. René-Lévesque, west on a line along the middle of boul. René- Levesque to av. Painchaud, north on a line behind the dwellings on the west side of av. Painchaud and then west along the center of rue Hélène-Boulé to rue Pierre-Maufay, north along the middle of rue Pierre-Maufay to ch. Ste-Foy, west along the center of ch. Ste-Foy to rue Émile-Côté, continuing on a line north along the middle of rue Émile-Côté and its extension to autoroute Charest west along the middle of autoroute Charest to autoroute Robert-Bourassa, south down the middle of autoroute Robert-Bourassa to boul. Laurier, west along the middle of boul. Laurier and continuing northwest on autoroute Duplessis to autoroute Charest, west along the middle of autoroute Charest and autoroute Félix- Leclerc to the western boundary of the Ville de Québec and then continuing to boul. Wilfrid-Hamel, then west along the middle of boul. Wilfrid-Hamel and then rte.138 to the western limits of Ville de Saint-Augustin-de-Desmaures and then on a line south to the southern boundary of the Ville de Québec, then east along this boundary to the starting point.
- iv) **St. Vincent School:** The territory on the south shore which falls within the area covered by yellow bus routes which were in place during the 2015 – 2016 school year. On the north shore, all of the Ville de L’Ancienne-Lorette, and a part of the Ville de Québec defined as follows; a part of the Arrondissement Haute St-Charles starting a point on the western boundary of the arrondissement and rte. Ste-Geneviève, then east along a line through the middle of rte Ste-Geneviève, boul. St-Claude , rue Verret, rue Racine, and boul. Bastien to rue Chef- Nicolas-Vincent, then north on a line behind the dwellings on the east side of rue Chef- Nicolas-Vincent and then continuing on a line behind the buildings on the east side of rue George-Cloutier, continuing north along the boundary of Wendake to a point on a line just north of rue de la Rivière Nelson, extending west along this line to a point just east of the dwellings on the east side of boul. Valcartier, north along this line to rue Martineau, then west on a line south of the dwellings on the south side of rue Martineau to the western boundary of the arrondissement and extending into Arrondissement Laurentien to boul. Henri-IV, south along boul. Henri-IV to av. Industrielle, west along the middle of av. Industrielle to boul. Pie XI, south along the middle of boul. Pie XI to av. de la Montagne, west along a line behind the dwellings situated on the south side of av. de la Montagne to the western boundary of Arrondissement Laurentien, north on that boundary and then west along the northern boundary of Ville de Saint-Augustin-de-Desmaures to its western boundary, then south along that boundary to rte. 138, east along the middle of rte. 138 to autoroute Félix-Leclerc, east along autoroute Félix-Leclerc to autoroute Duplessis, south along autoroute Duplessis to the intersection with boul. Laurier, continuing east along boul. Laurier to autoroute Robert-Bourassa, then north along autoroute Robert-Bourassa to autoroute Charest and west along autoroute Charest to autoroute Henri-IV, and north along autoroute Henri-IV to rte. Ste-Geneviève, and east along the middle of rte. Ste-Geneviève to the starting point.



- v) **Valcartier Elementary School:** The area covered by the municipalities of Tewkesbury and St-Gabriel- de- Valcartier and in the Arrondissement Haute St-Charles on a line from a point on its northern boundary just behind the residences on the east side of boul. Valcartier south to rue Martineau, then west on a line south of the dwellings on the south side of rue Martineau to the western boundary of the arrondissement, then north along this boundary to the northern boundary of the Ville de Québec.
- vi) **Dollard-des-Ormeaux School (Elementary & High School):** The area covered by the municipalities of Shannon, (including all of Base Valcartier), Fossambault-sur-le-Lac, Sainte-Catherine-de-la-Jacques Cartier and a part of the Ville de Québec, Arrondissement Laurentien, defined as follows; starting at a point situated at the intersection of its northern and eastern boundaries extending south along its eastern boundary to a point intersecting a line extending from behind the dwellings on the south side of rue Martineau in Arrondissement Haute-St-Charles to this boundary, then west into Arrondissement Laurentien to boul. Henri-IV, south along boul. Henri-IV to av. Industrielle, west along the middle of av. Industrielle to boul. Pie XI, south along the middle of boul. Pie XI to av. de la Montagne, west along a line behind the dwellings situated on the south side of av. de la Montagne to the western boundary of Arrondissement Laurentien then north along this boundary to the northern limits of the Ville de Québec.
- vii) **Everest Elementary School:** The Arrondissement Limoilou, and that part of Arrondissement Charlesbourg not included in Holland School territory and the Arrondissement Haute-St-Charles starting in the north east at a point on the boundary with Arrondissement Charlesbourg and a line just south of rue des Alisiers, then west to Lac- St-Charles and north through the lake to the boundary of the Ville de Québec, past Lac-Delage on the west and then north to the Ville de Québec boundary, west along the boundary to a point just east of the dwellings on the east side of boul. Valcartier, south on this line to a point just north of rue de la Rivière Nelson, east to the boundary with Wendake, south along this boundary then on a line behind the dwellings on the east side of rue Georges-Cloutier and then rue Chef- Nicolas-Vincent to boul. Bastien, then west on a line through the middle of boul. Bastien, rue Racine, rue Verret, boul. St-Claude and rte. Ste-Geneviève to autoroute Henri-IV and then south along autoroute Henri-IV to autoroute Charest, east along autoroute Charest to av. St-Sacrement , then north along the middle of av. St-Sacrement to the intersection of boul. Wilfrid-Hamel, and from this point east along the boundary of Arrondissement La Cite (the Rivière St-Charles), to the boundary of Arrondissement Limoilou, and then following the boundary of Holland School back to the north east starting point on the boundary of Arrondissements Charlesbourg and Haute St-Charles.

Transportation to the above schools will be provided within the catchment area only and according to the stipulations of the Transport Policy.

N.B. The names of municipalities and sectors that now form part of the new Québec City have been used for purposes of clarity.

3. In exceptional cases, students who are under the jurisdiction of the School Board but who reside off the territory defined for transportation purposes for the school which they are entitled to attend, may receive compensation from the School Board in accordance with the *ministère de l'Éducation et de l'Enseignement supérieur* and School Board budget rules.





COMMISSION SCOLAIRE CENTRAL QUÉBEC
CENTRAL QUÉBEC SCHOOL BOARD

**POLICY FOR CQSB EMPLOYEES OFFERING
“PRIVATE SERVICES” TO CQSB STUDENTS**

(Adopted December 13, 2017)

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

POLICY

1.0 PREAMBLE

The Central Québec School Board understands that, from time to time, in addition to all the support offered in schools, parents may, amongst other possibilities, solicit assistance from CQSB employees to provide additional help to their child.

The types of private services solicited by parents can be for private tutoring services (i.e. literacy, math, science, etc.), for additional testing or specific assistance from some members of our staff, such as Psychologists, Speech and Language Pathologists, Psycho-Educators, Guidance Counsellors, Special Education Technicians, etc.

Parents may request that these private services be given in school, such as right after school, at lunchtime or, at another location, including their home.

Staff members considering working as “private tutors” must recognize that this constitutes private employment.

The protection of students is the paramount consideration.

2.0 PURPOSE OF THE POLICY

Provide general guidelines and conditions related to the delivery of private services in our establishments by a CQSB employee.

3.0 APPLICABILITY

This policy applies to all CQSB employees, regardless of their contractual status.

4.0 GENERAL GUIDELINES AND CONDITIONS

A CQSB staff member who is asked by parents to provide in-school private services must:

- Obtain prior approval from the School Administration (using the appropriate form);
- Refuse any request for private services during their own working hours;
- Respect their time allocation for lunch and break periods and other work conditions (as stipulated in collective agreements);
- Not be allowed to advertise private services within the school environment;
- Not be allowed to use school materials, equipment for his or her private services, unless exceptionally authorized by the School Principal;
- Exercise professional judgment and display respect and professionalism at all times with the students and the parents;
- Assume all personal responsibilities related to the quality of the private services offered;
- Assume all responsibilities related to the fiscal, legal and financial aspects (i.e. payment by parents for services rendered) related to this «private employment»;
- Disclose in writing to their School Principal any perceived or actual conflict of interest as soon as they become aware that there is, or there may be a potential conflict.



5.0 RESPONSIBILITIES - External Services and External Private Services

The School Principal will:

- Ensure that the types of private services requested by parents and delivered in the school are relevant in helping students succeed, are lawful and will not interfere or harm the reputation of the school network;
- Ensure parents fully understand their obligations (transportation, payment of services, etc.) when soliciting private services from one of our employees;
- Ensure parents sign a document that discharges the School and the School Board of any responsibilities for any potentially damaging situation that may occur when private services are accepted and offered in schools;
- Inform parents that, in the event of a potential conflict of interest, the School Principal reserves the right to cancel such services;
- Keep track of requests accepted and provide related information twice per school year (December and June) to the School Board's designated authority.

6.0 COMPLIANCE

The School Board expects that its staff will comply with this policy. Failure to do so may constitute grounds for administrative or disciplinary actions or measures.

This policy is applicable as of December 13, 2017.





COMMISSION SCOLAIRE CENTRAL QUÉBEC
CENTRAL QUÉBEC SCHOOL BOARD

**POLICY GOVERNING THE USE OF EXTERNAL
SERVICES IN OUR ESTABLISHMENTS**

(Adopted December 13, 2017)

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

POLICY

1.0 PREAMBLE

The Central Québec School Board recognizes that the demand for service, such as psychological and other professional and support services to school-aged children can be challenging and may go beyond what the organization can reasonably offer. This is particularly true for students with special needs.

Each establishment of the Central Québec School Board is committed to offering the best instructional and complementary educational services to its students within its allocated yearly budget and staffing plan.

Services are deployed by qualified Teachers, Professionals and Support Staff. Professionals such as Psychologists, Psycho-Educators, Guidance Counsellors, Speech and Language Pathologists along with Support staff such as Special Education Technicians, Attendants for Handicapped Students and Student Supervisors all work together to provide the best and most appropriate support to students.

Teachers, Professionals and Support Staff's working conditions dictate that they must uphold high ethical standards. Other groups of professionals are governed by their specific Code of Conduct or Code of Ethics.

The protection of our students is our paramount consideration.

2.0 DEFINITIONS

- a) External Services (Resulting from an agreement with various public and/or para-public organizations)

Services provided in our establishments, subsequent to a protocol of agreement between different Ministries, such as between the Ministry of Education, the Ministry of Health, Social Services as well as other organizations, such as the Fraser Recovery Program.

3.0 PURPOSE OF THE POLICY

- a) Provide a common understanding for the type of External Services that can be provided to our students within our establishments;
- b) Clarify the position of the School Board when a request is made by parents for "External Private Services" to be provided in our establishments.

4.0 EXTERNAL SERVICES PROVIDED IN OUR ESTABLISHMENTS

As a Result of Specific Agreements with Various Organizations, such as with Health and Social Services or Community Services

External Services, such as those resulting from a protocol of agreement between Ministries, namely the Ministry of Education and the Ministry of Health and Social Services as well as with other organizations, are deployed in our establishments (nurses, social workers, etc.) as per parameters/guidelines specified in each individual agreement.



Professionals providing these external services are not employees of the Central Québec School Board, unless there is a specific agreement for a Loan of Service with an External Organization.

Within defined roles and, in the best interest of students, professionals deployed by external organizations work closely with the School Administration and other designated staff members for services delivered directly to students during the school day. They must render account of their observations/actions/initiatives to the School Principal or a designated authority on a regular basis.

5.0 EXTERNAL PRIVATE SERVICES REQUESTED BY PARENTS

External Private Services requested by parents for their child during the school day will not be permitted at any time (from the arrival to the departure time of the student, including the lunch period) on school premises.

6.0 RESPONSIBILITIES - External Services and External Private Services

- a) The School Principal will:
 - Ensure that services provided under point 4 be rendered to students as spelled out in the written agreement;
 - Ensure that Professional Services provided under point 4 complement the offer of services provided by the school team and respect the educational policies of the school;
 - Inform Parents who may request that “External Private Services” be given to their child on school premises, that this is not permitted as per the School Board policy.

- b) The School Board will:
 - Sign specific agreements with various external organizations (e.g. Health and Social Services) that can offer additional services to students, free of charge to parents;
 - Reserve the right to cancel (within 10 working days) any agreement with external organizations when there is an emerging conflict of interest between the parties or a conflict of an ethical or professional nature.
 - Support School Principals in the application of this policy.

This policy is applicable as of December 13, 2017.

