



Approved minutes of the regular meeting of the Council of Commissioners of the Central Québec School Board held on Wednesday, October 16, 2019 at 7:00 p.m. at the Board Office, 2046 chemin Saint-Louis, Québec (Québec) G1T 1P4.

Present:	Isabel Béland	Parent Commissioner
	Stephen Burke	Chairman
	Heather Clibbon	Commissioner
	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
	Cameron Lavallee	Commissioner
	Wyna Marois	Commissioner
	Esther Paradis	Commissioner
	Stephen Pigeon	Director General
	Jean Robert	Vice-Chairman
	Jo Rosenhek	Commissioner
	Jo-Ann Toulouse	Commissioner (videoconference)
	Aline Visser	Commissioner

In Attendance:	Guylaine Allard	Director of Financial Services
	François Garon	Information Technology Technician
	Stéphane Lagacé	Director of Educational Services
	Yves Lambert	President, CQTA
	Nancy L'Heureux	Director of Human Resources
	Melanie Simard	Recording Secretary
	Sandra W. Griffin	Secretary General

19-10.01 **Call to Order**

The Chairman called the meeting to order at 7:02 p.m.

19-10.02 **Approval of the Agenda**

It was MOVED by E. Paradis, SECONDED by I. Béland and unanimously RESOLVED; THAT the agenda be approved as presented.

19-10.03 **Public Question Period**

There were no questions.

19-10.04 **Question Period for Students**

No students were present.

19-10.05 **Correspondence from Students**

No correspondence was received.

19-10.06 **Approval of the minutes of the regular meeting held on September 13, 2019**

It was MOVED by J. Rosenhek, SECONDED by A. Visser and RESOLVED; THAT the minutes of the regular meeting of the Council of Commissioners held on Friday, September 13, 2019 be accepted as circulated.

Commissioner W. Marois abstained from voting.

19-10.07 **Approval of the minutes of the special meeting held on September 19, 2019**

It was MOVED by S. Downs, SECONDED by D. Ford-Caron and RESOLVED; THAT the minutes of the special meeting of the Council of Commissioners held on Thursday, September 19, 2019 be accepted as circulated.

Parent Commissioner D. Cornforth abstained from voting.

19-10.08 **Business Arising from the Minutes**

There was no business arising from the minutes.

19-10.09 **Report from the Chairman**

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

- CQSB Special Meeting – September 19, 2019
- SRQEA Consultation – September 27, 2019
- FCSQ/QESBA Joint Press Conference – October 2, 2019
- Agenda Meeting – October 3, 2019
- QESBA Board of Directors – October 4, 2019
- CQSB Cross-Country Run – October 5, 2019

19-10.10 **Director General's Report**

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

- a) Update on Strategic Planning
- b) Principals Meeting
- c) High School Open Houses
- d) Audit
- e) Kawawachikamach Induction
- f) CQSB 23rd Annual Cross-Country Run

Director General's Report (continued)

g) Director General's 2019-2020 Organizational Objectives

The Director General's 2019-2020 Organizational Objectives were presented to and accepted by the Council of Commissioners:

1. Support new directors & new in-school administrators in their new roles;
2. Evaluate how we can better serve our communities in the Three Rivers area and in the Northern rim of Québec City;
3. Propose a plan to improve our building maintenance;
4. Continue to monitor and lead the acquisition of a site on the south shore for our elementary school, as well as the military land for our new high school;
5. Lobby for the continuation/renewal of the pharmacy technical assistance program;
6. Implement our School Board's Policy on Information Security (SICS - *Sécurité de l'information dans les CS*);
7. Oversee the extension of the new classes and building of a new gym at MacLean Memorial School;
8. Continue to provide high-return professional development to all our school teams in order to maintain CQSB as one of the top performing school boards in Québec;
9. Increase CQSB's visibility/promotion at job fairs to attract top quality candidates;
10. Continue the accompaniment of school teams in the implementation of RTI, PLC's and Evidence-Based Pedagogy;
11. Improve the quality of information shared with the Council of Commissioners by providing the commissioners with clear relevant, timely information in order to facilitate sound decision-making;
12. Continue to promote sound staffing decisions to positively impact the mental health of our employees;

h) Labour Relations Committees

- i. Senior Staff of Service - Directors, Coordinators and Management Staff
- ii. Senior Staff of Schools and Centre - Principals
- iii. Teachers
There was a meeting October 16, 2019. Nothing to report.
- iv. Professionals
- v. Support Staff

New Businessa) RSEQ Québec-Chaudière-Appalaches – Fees and Representativesi. Membership in the Réseau du sport étudiant du Québec (RSEQ) – Québec and Chaudière-Appalaches Region

It was MOVED by J. Kilganan, SECONDED by A. Visser and unanimously RESOLVED; THAT the Central Québec School Board pay membership fees for the 2019-2020 school year based on \$0.26 per student enrolled as of September 30th. In so doing, the School Board acknowledges the objectives of the RSEQ Québec-Chaudière-Appalaches and gives it the status of member, as set out in their letters patent.

ii. Delegation of Representatives

It was MOVED by J. Kilganan, SECONDED by A. Visser and unanimously RESOLVED; THAT for the 2019-2020 school year the Central Québec School Board delegates Mr. Yannick Blier and Mr. Stéphane Lagacé as the official delegates and delegates to the Annual General Meeting. The School Board's representatives' mandate is mainly in regard to the program of activities that the RSEQ Québec-Chaudière-Appalaches has submitted to our attention. To this end, these delegates are officially mandated to participate in the decisions and to follow-up on the decision making, in accordance with the procedures established by the School Board.

b) RSEQ Saguenay-Lac-St-Jean – Fees and Representativei. Membership in the Réseau du sport étudiant du Québec (RSEQ) – Saguenay-Lac-St-Jean Region

It was MOVED by D. Ford-Caron, SECONDED by C. Falle and unanimously RESOLVED; THAT the Central Québec School Board pay membership fees for the 2019-2020 school year based on \$ 0.26 per student enrolled as of September 30th. In so doing, the School Board acknowledges the objectives of the RSEQ Saguenay-Lac-St-Jean and gives it the status of member, as set out in their letters patent.

ii. Delegation of Representatives

It was MOVED by D. Ford-Caron, SECONDED by C. Falle and unanimously RESOLVED; THAT for the 2019-2020 school year the Central Québec School Board delegates Mr. Jamie Kirlin. The School Board's representative's mandate is mainly in regard to the program of activities that the RSEQ Saguenay-Lac-St-Jean has submitted to our attention. To this end, this delegate is officially mandated to participate in the decisions and to follow-up on the decision making, in accordance with the procedures established by the School Board.

New Business (continued)c) RSEQ Mauricie – Fees and Representativei. Membership in the Réseau du sport étudiant du Québec (RSEQ) – Mauricie Region

It was MOVED by J. Rosenhek, SECONDED by E. Paradis and unanimously RESOLVED; THAT the Central Québec School Board pay membership fees for the 2019-2020 school year based on \$ 0.26 per student enrolled as of September 30th. In so doing, the School Board acknowledges the objectives of the RSEQ Mauricie and gives it the status of member, as set out in their letters patent.

ii. Delegation of Representatives

It was MOVED by J. Rosenhek, SECONDED by E. Paradis and unanimously RESOLVED; THAT for the 2019-2020 school year the Central Québec School Board delegates Ms. Etta Viens. The School Board's representative's mandate is mainly in regard to the program of activities that the RSEQ Mauricie has submitted to our attention. To this end, this delegate is officially mandated to participate in the decisions and to follow-up on the decision making, in accordance with the procedures established by the School Board.

d) Three-Year Plan for the Destination of Immovables and Deeds of Establishment (deposit)

The draft Three-Year Plan for the Destination of Immovables and Deeds of Establishment was deposited for consultation purposes.

e) Criteria for the Admission and Enrolment of Students 2020-2021 (deposit)

The draft Criteria for the Admission and Enrolment of Students 2020-2021 was deposited for consultation purposes.

f) Professional Development / Growth Policy – Professional Staff (adoption)

WHEREAS the Professional Development / Growth Policy – Professional Staff was deposited for consultation purposes at the May 15, 2019 regular meeting;

WHEREAS the appropriate consultation has taken place;

It was MOVED by D. Cornforth, SECONDED by I. Béland and unanimously RESOLVED; THAT the revised Professional Development / Growth Policy – Professional Staff be adopted as presented in **Appendix 1** to the minutes.

New Business (continued)

g) Request for 4-Year Old Kindergarten Classes in New School

WHEREAS the Central Québec School Board will be building a new elementary school on the South Shore of Québec;

WHEREAS the Minister of Education had indicated that he wanted all elementary schools to provide space for 4-year old Kindergarten students;

WHEREAS the grant from the *ministère de l'Éducation et de l'Enseignement supérieur* of the new elementary school preceded the announcement of the implementation of 4-year old Kindergarten classes;

It was MOVED by C. Lavallee, SECONDED by J. Rosenhek and unanimously RESOLVED; THAT the Central Québec School Board submit a request to the *ministère de l'Éducation et de l'Enseignement supérieur* to integrate two classrooms within the plans for 4-year old Kindergarten students as that the classes will be ready to welcome the 4-year old students at the school's opening.

h) Promise of Purchase for a Site

WHEREAS the Central Québec School Board was granted a new elementary school on the South Shore of Québec;

WHEREAS the *ministère de l'Éducation et de l'Enseignement supérieur* has confirmed funding for the new school and the purchase of land;

WHEREAS the promise to purchase the building located at 1575 chemin du Sault in Lévis (lot number 2 155 028 of the cadastre of Québec) has been verified by the Central Québec School Board's lawyers and notary and they are in agreement;

It was MOVED by H. Clibbon, SECONDED by D. Cornforth and unanimously RESOLVED; THAT the Chairman of the Council of Commissioners be authorized to sign the promise to purchase of the building located at 1575 chemin du Sault in Lévis (lot number 2 155 028 of the cadastre of Québec) on behalf of the Central Québec School Board for the construction of a new elementary school on the South Shore of Québec; and

THAT if the Chairman be unavailable for the signature of the promise to purchase, the Vice-Chairman act as substitute.

New Business (continued)i) 2019-2020 Commissioners Stipends

It was MOVED by D. Ford-Caron, SECONDED by C. Lavallee and RESOLVED; THAT effective July 1, 2019, the total remuneration available for the commissioners and the parent commissioners be established in accordance with the amount payable with Decree #723-2019 adopted on July 3, 2019; and

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

Chairman	\$6,727	+\$1,030	+\$16,601	=	\$24,358.00
Vice-Chairman	\$6,727	+\$5,151		=	\$11,878.00
Commissioners	(14 x \$6,727)			=	\$94,178.00
Professional Development				=	\$5,884.00
Constituency Expenses				=	\$8,712.00
English Speaking School Boards Defense Fund				=	\$10,000.00
TOTAL				=	\$155,010.00

And; THAT any unspent monies generated from the application of Decree #723-2019 be brought back to the attention of the Council of Commissioners; and

THAT Appendix A of the Policy on Remuneration and Constituency Expenses of the Council of Commissioners be updated with the above amounts.

Commissioner C. Guay abstained from voting.

j) Contract: Student Ombudsman

WHEREAS the Education Act requires school boards to designate a person to act as Student Ombudsman;

WHEREAS the Regulation respecting the Complaint Examination Procedure established by a school board stipulates that the term of office for the Student Ombudsman may not be less than three years;

WHEREAS the Central Québec School Board entered into a contract with Ms Letellier de St-Just for the 2016-2017, 2017-2018 and 2018-2019 school years;

WHEREAS article 3 of the contract stipulates that CQSB may choose to continue the contract for a period not to exceed one (1) year under the same terms and conditions;

WHEREAS the Central Québec School Board is pleased with the services rendered by Ms. Anne Letellier de St-Just;

19-10.11 **New Business (continued)**

j) Contract: Student Ombudsman (continued)

It was MOVED by A. Visser, SECONDED by H. Clibbon and unanimously RESOLVED; THAT the Central Québec School Board's Council of Commissioners accept to continue the contract with Ms. Anne Letellier de St-Just to be the Student Ombudsman for the period of July 1, 2019 to June 30, 2020 under the same terms and conditions as the current contract.

19-10.12 **Committee Reports**

a) Executive Committee

No meeting was held.

b) Parents' Committee

No meeting was held.

c) Special Needs Advisory Committee

No meeting was held.

d) Transport Advisory Committee

A meeting was held on October 9, 2019. The Chair of the Committee, W. Marois, made a detailed report on the meeting.

e) Audit Committee

No meeting was held. A meeting is scheduled on October 29, 2019.

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.

19-10.12 **Committee Reports (continued)**

i) **Resource Allocation Committee**

A meeting was held on September 23, 2019. G. Allard provided a report to the Council of Commissioners.

19-10.13 **Quebec English School Boards Association**

a) **Report from the Board of Directors**

D. Ford-Caron made a report to Commissioners on the previous meeting, mentioning that the items discussed were mostly on Bill 40 and the Professional Development Session that is scheduled on November 1st and 2nd, 2019.

Following discussion on the Professional Development Session a motion was put forth:

WHEREAS the Quebec English School Boards Association (QESBA) will hold an Annual General Meeting (AGM) on November 2, 2019 at 1:30 p.m.;

WHEREAS all Commissioners are invited to attend the AGM;

WHEREAS at the AGM all Commissioners are requested to vote on various issues;

WHEREAS certain Commissioners of the Central Québec School Board will not be present at the QESBA's AGM;

It was MOVED by E. Paradis, SECONDED by C. Guay and unanimously RESOLVED; THAT Stephen Burke, Chairman, Jean Robert, Vice-Chairman, Debbie Ford-Caron, Commissioner, Isabel Béland, Parent-Commissioner and Debbie Cornforth, Parent-Commissioner have authorization to vote on behalf of all the Commissioners of the Central Québec School Board's Council of Commissioners.

b) **Report from Committees**

No reports were made.

19-10.14 **Next meeting**

The next regular meeting will be held on Wednesday, November 13, 2019.

19-10.15 **Question period**

a) Public

There were no questions.

b) Commissioners

The Chairman, Mr. Burke, requested information on the issue of possible lead in the water in our establishments. The Director General has no information on this issue for the moment but will update the Council of Commissioners at their next regular meeting.

Parent-Commissioner, I. Béland, requested an update on the Central Québec School Board's refusal to allow Telus to install a cellular antenna on the premises of Dollard-des-Ormeaux School. The Director General mentioned that no response was received from Telus.

Commissioner Debbie Ford-Caron requested an update on the soil testing at the 1782, rue Neilson building that is for sale. The Director General mentioned that the testing was made but that the Central Québec School Board has not received the results up to this date.

19-10.16 **In-camera session**

No in-camera session was held.

19-10.17 **Adjournment**

The meeting was ADJOURNED at 8:27 p.m. on a motion by H. Clibbon.

Sandra Wright Griffin
Secretary General

Stephen Burke
Chairman

Approved on November 13, 2019.



COMMISSION SCOLAIRE CENTRAL QUÉBEC
CENTRAL QUÉBEC SCHOOL BOARD

**PROFESSIONAL DEVELOPMENT / GROWTH POLICY
- PROFESSIONAL STAFF**

(Adopted June 14, 2017, revised on October 16, 2019)

POLICY

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

1. COMMITMENT

The School Board is committed to student success and to provide, within the context of yearly budgets, relevant professional development and growth opportunities to the professional staff.

2. OBJECTIVES OF THE PROFESSIONAL DEVELOPMENT/GROWTH POLICY

- a) Provide opportunities for Professionals to discuss and identify their own learning needs which would enhance their knowledge, skills, work performance and professional accomplishments;
- b) Target individual and common yearly “learning objectives”, aligned with School Board’s strategic directions and the use of best practices across disciplines;
- c) Ensure an equitable distribution and use of yearly funds;
- d) Provide a framework to ensure procedural efficiency.

3. ELIGIBILITY

Professionals with the following employment contract:

- a) Regular
- b) Supernumerary
- c) Substitute with a contract of more than 6 months.

4. FUNDING

- a) The total number of equivalent full time regular and supernumerary professionals (as per the definitions in the collective agreement) on September 30th of the preceding school year will serve as the base to prepare the budget. The total number equivalent full time regular and supernumerary professionals on September 30th of the current school year will be used to adjust yearly amounts available for professional development.
- b) Total yearly funding is of \$240 per equivalent full-time regular and supernumerary professional as per the collective agreement (8-4.08).

5. ADMINISTRATION, ALLOCATION AND USE OF FUNDS

- a) The administration of funds is the responsibility of the School Board (article 8-4.08). It will be managed by Human Resources.
- b) The yearly amount available for professionals working 75% or more is \$240. For professionals working less than 75% this amount is pro-rated as per their percentage of work.
- c) An additional amount, based on the availability of funds (amount to be determined each school year) can be distributed equally amongst all professionals. This amount is confirmed by the Labor Relations Committee no later than November 1st and transmitted to all professionals by Human Resources by November 15th.
- d) Reports on the allocation of funds will be provided by Human Resources to the Labor Relations Committee twice per year, ideally by December 1st and June 1st of each school year.



- e) Discretionary sources of funding can be used, if available, to offer and support common and/or individual professional development needs or initiatives. These additional amounts will be authorized by the competent authority (Director of Service or School Principal) and must be communicated to Human Resources to ensure due processing. These additional discretionary amounts are at the exclusive discretion of the School Board and will be used solely after funds stipulated in b) and c) have been depleted.

6. PROCEDURE

- a) Application forms can be obtained on the CQSB website, under the section Human Resources or at the Human Resources' office or the office of the School Secretary.
- b) Individual applications for funding must be accompanied by a description of the activity, be duly filled out with all required information along with mandatory signatures (the applicant, the immediate supervisor and/or the competent authority) and transmitted to Human Resources by the applicant.
- c) Applications for funding must be submitted for approval **at least 10 working days prior** to attending an activity. The School Board reserves the right to refuse the processing of PD requests who are submitted at the last minute or after the activity has taken place.
- d) Request will be reviewed and processed by Human Resources. The applicant and his or her immediate supervisor will be informed of the decision by Human Resources.
- e) The employee is expected to pay for the activity, unless some other arrangements are made directly by the School Board or the School and Centre.
- f) The employee must fill out an Expense Claim, within 30 days after the expenses have been incurred, submit original receipts and other supporting documents (as per the Travel and Living Expenses Reimbursement Policy) and transmit will all required signatures to Human Resources for due processing. Once the completed expense claim form is received, the School Board will reimburse within 30 days.

VERY IMPORTANT - It is the responsibility of each professional to forward all necessary documents in order to promptly process a request for PD or an Expense Claim. Incomplete documents will be returned to the employee for due completion before being processed by Human Resources or Financial Services.

