



Approved minutes of the special meeting of the Council of Commissioners of the Central Québec School Board held on Tuesday, February 18, 2014 at 7:30 p.m. at the Board Office, 2046, chemin St-Louis, Québec (Québec) G1T 1P4.

Present:

Stephen Burke	Chairman
Darlene Brown	Commissioner (by phone)
Heather Clibbon-Coté	Commissioner
Chantal Guay	Commissioner (by videoconference)
Marie-Claude Doucet	Commissioner (by videoconference)
Kevin Jack	Commissioner
Robert Lemelin	Commissioner
Wyna Marois	Commissioner
Esther Paradis	Commissioner
Jean Robert	Vice-Chairman
Marielle Stewart	Director General
Edward Vining	Commissioner
Aline Visser	Commissioner

Absent:

Isabel Béland	Parent Commissioner
Debbie Ford-Caron	Commissioner
Stephen Nellis	Parent Commissioner
Jo Rosenhek	Commissioner
Jo-Ann Toulouse	Commissioner
Marie-Soleil Tremblay	Commissioner
Robert Vallières	Commissioner

In attendance:

François Garon	Computer Technician
Patti L. Moore	Secretary General
Pierrette Laliberté	Director of Human Resources

14-02A.01 Call to order

The Chairman called the meeting to order at 7:31 p.m.

14-02A.02 Approval of the agenda

It was MOVED by H. Clibbon-Coté, SECONDED by A. Visser and unanimously RESOLVED, that the agenda be approved as presented.

14-02A.03 Approval of the minutes of the regular meeting held on January 17th, 2014

It was MOVED by W. Marois SECONDED by C. Guay and RESOLVED, that the minutes of the regular meeting of the Council of Commissioners held on January 17th, 2014 be approved as presented.

Commissioners H. Clibbon-Coté, K. Jack, E. Vining, R. Lemelin and D. Brown abstained from voting.

14-02A.04 Approval of the minutes of the special meeting held on January 31st, 2014

It was MOVED by E. Paradis SECONDED by W. Marois and RESOLVED, that the minutes of the special meeting of the Council of Commissioners held on January 31st, 2014 be approved with the following modification:

Commissioner H. Clibbon-Coté was present, and not absent as indicated.

Commissioners K. Jack, R. Lemelin and H. Clibbon-Coté abstained from voting.

14-02A.05 New Business

a) Consortium of School Boards: Liability Insurance Portfolio

WHEREAS the liability insurance portfolio obtained through the coming together of school boards located in administrative regions 01, 02, 03, 09 and 12 has proven to be financially advantageous;

WHEREAS it is the opinion of the school boards concerned that this group purchase of services should be maintained for the 2014-2015 school year;

WHEREAS the *Commission scolaire des Appalaches* has agreed to represent the consortium of school boards in its dealings with Guy Turcot of *GT&A gestion de risque inc*;

WHEREAS it is in the interest of the Central Québec School Board to maintain membership in the consortium;

It was MOVED by K. Jack, SECONDED by A. Visser and unanimously RESOLVED that the Central Québec School Board participate in the consortium of school boards for the renewal of its liability insurance for the 2014-2015 school year; and:

That the School Board mandate the firm of *GT&A gestion de risque inc.* to negotiate *de gré à gré* (mutual agreement) with AON, insurance brokers, under the renewal option clause, to prepare a public call for tenders for the renewal of liability insurance for all the school boards that are part of the consortium; and

New Business (continued)a) Consortium of School Boards: Liability Insurance Portfolio (continued)

That the School Board mandate, if applicable, the *Commission scolaire des Appalaches* to carry out the public call for tenders according to that school board's current policies and procedures and accept joint responsibility in this regard; and

That, after presentation of the analysis of the tenders by the firm *GT&A gestion de risque inc*, the School Board agree to accept the recommendation resulting from the tender process; and

That the Secretary General be authorized to sign all documents pertaining to the insurance policy.

b) Retirement of the Director General

WHEREAS the Director General has indicated her intention to retire as of September 1, 2014;

It was MOVED by H. Clibbon-Coté, SECONDED by M.-C. Doucet and unanimously RESOLVED that the Central Québec School Board approve, with regret, the retirement of the Director General, Marielle Stewart, effective September 1, 2014.

c) Creation of a Selection Committee: Position of Director General

WHEREAS the Director General has indicated her intention to retire as of September 1, 2014;

WHEREAS the Council of Commissioners wishes to proceed with the necessary procedures to find a replacement for the Director General;

WHEREAS the Policy on the Recruitment, Selection and Hiring of Personnel provides for the creation of selection committees;

WHEREAS the Council of Commissioners has the mandate to approve the following job descriptions: Director General, Assistant Director General, the Secretary General and Directors of Services";

It was MOVED by E. Paradis, SECONDED by M.-C. Doucet and unanimously RESOLVED that the Selection Committee for the position of Director General be composed of the Chairman, the Vice-Chairman and the following commissioners: E. Paradis, A. Visser and J. Rosenhek.

New Business (continued)d) Approval: Job Description and Job Posting – Director General

WHEREAS the Council of Commissioners formed a Selection Committee for the position of Director General;

WHEREAS, as stipulated in the School Board's Policy on the Recruitment, Selection and Hiring of personnel, the Selection Committee is to review the job description;

WHEREAS it is further stipulated in the policy that the Council of Commissioners must accept the job description for the position of Director General;

WHEREAS the Selection Committee has met and has prepared a recommendation to the Council of Commissioners;

It was MOVED by E. Paradis, SECONDED by R. Lemelin and unanimously RESOLVED that the Council of Commissioners accept the recommendation of the Selection Committee and that the job description for the position of Director General be accepted as in **Appendix 1** to the minutes.

e) I-Pad Purchase Plan – Contract by Mutual Agreement

WHEREAS CQSB has already made a significant investment in its current fleet of tablets and related peripherals,

WHEREAS CQSB has already made significant investments in the training of its staff in connection with the current technology of I-Pads;

WHEREAS a more mature and significant number of educational English applications, are available for iPads;

It was MOVED by R. Lemelin, SECONDED by C. Guay and unanimously RESOLVED that the Council of Commissioners of the Central Québec School Board approve the over-the-counter purchase of iPad tablets because this device meets all the requirements of the organization.

f) Motion to Rescind Resolution 14-01.11 b) adopted on January 17, 2014

WHEREAS the Council of Commissioners recommended, at the January 17th 2014 regular meeting, the adoption of the school calendar (Youth sector; Québec City area) for the 2014-2015 school year;

WHEREAS QPAT subsequently announced that its convention will be held on November 27 and 28 in the coming year, rather than November 20 and 21 as anticipated;

New Business (continued)

- f) Motion to Rescind Resolution 14-01.11 b) adopted on January 17, 2014 (continued)

WHEREAS this convention is always built around scheduled pedagogical days in order to enable the most teachers possible to fully participate in this training opportunity;

It was MOVED by R. Lemelin, SECONDED by W. Marois and unanimously RESOLVED that the Council of Commissioners rescind resolution 14-01.11 b) from the January 17, 2014 regular meeting.

- g) Adoption of the 2014-2015 Revised Calendar for the Québec City Area

WHEREAS section 238 of the Education Act stipulates that every school board shall establish the school calendar of its schools, taking into account the provisions of the basic school regulation;

WHEREAS the teachers' collective agreement provides for a committee that is consulted on the school calendar;

WHEREAS the committee met and was consulted on and recommends the adoption of the proposed calendar for the 2014-2015 school year;

WHEREAS the revised calendar takes into account a change in schedule of the QPAT conference, thereby allowing the most teachers possible to fully participate in this training opportunity;

It was MOVED by R. Lemelin, SECONDED by W. Marois and unanimously RESOLVED that the Central Québec School Board accept the revised school calendar (Youth sector; Québec City area) for the 2014-2015 school year as in **Appendix 2** to the minutes.

- h) Creation of a Selection Committee: Analysis of the quality part of tenders to choose a contractor - Jimmy Sandy Memorial School Gym Expansion

WHEREAS Jimmy Sandy Memorial School and the Naskapi community wish to extend the current gymnasium;

WHEREAS the call for tenders to hire a contractor is underway and tenders have to be submitted by February 28, 2014;

WHEREAS the contract will be awarded following a quality-price evaluation;

WHEREAS the tenders must be analyzed by a Selection Committee;

- h) Creation of a Selection Committee: Analysis of the quality part of tenders to choose a contractor - Jimmy Sandy Memorial School Gym Expansion (continued)

WHEREAS according to the Regulation Respecting Construction Contracts of Public Bodies a selection committee must be composed of a secretary and at least three members;

It was MOVED by R. Lemelin, SECONDED by K. Jack and unanimously RESOLVED that a selection committee be formed for the analysis of the quality part of tenders to choose a contractor; and

That the Selection Committee be composed of: K. Jack, the Assistant Director General, the Coordinator of Buildings and Equipment, a representative of the Naskapi Nation, the architect of the project and the Secretary General, acting as secretary and;

That the Selection Committee would meet on March 3rd 2014.

- i) Tender for New CQSB Wireless System

WHEREAS the wireless system for the Central Québec School Board is not adequate to meet the needs of the administrative offices, schools and centre;

WHEREAS the CQSB IT Governance Committee has determined that wireless connectivity is a priority;

WHEREAS the CQSB IT Governance Committee has recommended changing the wireless system;

WHEREAS the CQSB Administrative Council has endorsed this recommendation;

WHEREAS plans and specifications have been prepared and a public call for tenders is scheduled for the week of February 17th;

WHEREAS the CQSB IT Director and Coordinator both recommend that the lowest tender meeting the requirements and specifications of the project be accepted;

WHEREAS there is therefore no need for a Selection Committee;

It was MOVED by R. Lemelin, SECONDED by E. Paradis and unanimously RESOLVED that the CQSB Council of Commissioners approve the call for a public tender for a state-of-the-art wireless system.

14-02A.06 **Committee Reports**

a) **Parents' Committee**

No parent commissioners were present.

14-02A.07 **Next meetings**

The next regular meeting of the Council of Commissioners will be held on Friday, March 21, 2014.

14-02A.08 a) **Question period - public**

No public was present.

14-02A.08 b) **Commissioners**

No questions were raised.

14-02A.09 **Adjournment**

The meeting was ADJOURNED at 8:09 p.m. on a MOTION by R. Lemelin; SECONDED by M.-C. Doucet.

Patti L. Moore
Secretary General

Stephen Burke
Chairman

Approved on March 21, 2014.

**CENTRAL QUÉBEC SCHOOL BOARD
JOB DESCRIPTION**

POSITION: Director General
ACCOUNTABLE TO: Council of Commissioners of the Central Québec School Board
DATE: Reviewed by HR Committee on Tuesday, January 28th, 2014

PURPOSE

The purpose of this job description is to establish a framework of what the Council of Commissioners of the Central Québec School Board expects of the Director General thereby establishing a basis for the mutual understanding of the Council's role of governance and the Director General's role of management. This job description takes into account the Education Act, existing government policies and regulations, and policies approved by the Council of Commissioners. The Director General shall render an account of his management to the Council of Commissioners.

KEY RESPONSIBILITIES

1. Assists the Council of Commissioners in the exercise of its functions and powers as follows:
 - a. Participates, without voting rights, in the Council meetings,
 - b. Ensures that the Council of Commissioners is provided with relevant and timely information so that informed decisions can be made,
 - c. Presents a written report to the Council prior to regular meetings, and
 - d. Advises the Council regarding School Board strategic objectives;
2. Ensures that decisions taken by the Council of Commissioners are carried out and performs any duties that the Council delegates to him;
3. Recommends annual objectives to the Council of Commissioners on which part of his annual evaluation will be based.
4. Oversees the development and implementation of the Strategic Plan Process, Partnership Agreement and any related matters as required;
5. Oversees the elaboration of the Board's Annual Report to be submitted to the Council of Commissioners;
6. Is responsible for the day-to-day management of the activities and resources of the School Board including the following: educational and complementary educational services for youth and adults, human resources, financial services and the office of the secretary general;
7. Ensures that educational and administrative priorities are established and fulfilled;
8. Ensures, as is required by the Education Act, that educational services are provided in schools and in adult and vocational education centers;
9. Ensures that student transportation is provided according to stipulations of the Education Act;
10. Ensures that the Board is responding to the concerns of each community with respect to school organization and the delivery of services;
11. Coordinates the Board's liaison with the Ministry of Education, Leisure and Sports as well as with other organizations or individuals;

APPENDIX 1

12. Ensures an update of the Board's Organizational Chart;
13. Follows required regulations, appropriate consultation and selection processes, when hiring senior administrators and principals and presents to the Council of Commissioners the names of the recommended candidates for ratification;
14. Ensures that policies and procedures are established so that staff members are evaluated annually by their immediate superior and that any salary adjustments are made at the appropriate time;
15. In supervising management, the Director General prepares performance evaluations according to Board policy and ensures that any salary adjustments are made at the appropriate time;
16. Ensures that CQSB employees continue to develop their full potential through implementing professional development plans (there are 5 of them in all).
17. Ensures that the budget for the Board is prepared in accordance with budget rules and the Education Act, as well as any other legal requirements, and that the financial, material and human resources are equitably and transparently distributed.
18. Once the annual financial activities have been audited, publishes a summary of the School Board's annual financial statement and the audited statements to the Council of Commissioners and the Minister.
19. Coordinates media and community relations;
20. Visits all schools on at least on a yearly basis;
21. Coordinates the Board's participation in the negotiation of the collective agreements;
22. Once the school tax is levied, mails a request of payment of school taxes to every owner of an immovable which is taxable by the Board;
23. Oversees the advisory committee on management; and participates in the advisory committee on services for handicapped students and students with learning or emotional problems, if he has not designated a representative;
24. Takes an active part at the Provincial level by participating at the Directors General Table of the 03-12 region, the "Table Éducation de la Capitale Nationale", The English DG'S table and represents the Board at the LEARN Board of Governors.

February 19, 2014

<i>Posting #</i>	2618
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CENTRAL QUÉBEC SCHOOL BOARD
COMMISSION SCOLAIRE CENTRAL QUÉBEC

**LEADERSHIP OPPORTUNITY
DIRECTOR GENERAL**

The Central Québec School Board (CQSB) offers English-language education in the Capitale nationale, Mauricie, Saguenay-Lac St-Jean, Thetford Mines, Chibougamau and Schefferville regions. The CQSB proudly serves an elementary, secondary, adult and vocational education population of approximately 4,500 students with a total annual budget nearing 60 million dollars. The CQSB is recognized provincially as an innovative leader and offers a work environment that is both motivating and enriching.

The CQSB is seeking a Director General who will provide leadership and advise it in the formulation, implementation and monitoring of strategic orientations, partnership agreements, annual objectives, as well as related action plans. The Director General will assume responsibility for the management of activities, programs, and resources of all of the CQSB's administrative units, establishments, and fields of activities, as well as ensure the delivery of quality services. The Director General will oversee the implementation of decisions made by the Council of Commissioners in accordance with the laws and regulations in force.

QUALIFICATIONS:

- Graduate or undergraduate degree in a relevant field of study; a master's degree in a related field will be considered an asset.
- Ten years of relevant experience, including at least five years in a senior staff position.
- Visionary leadership qualities along with effective teambuilding and interpersonal skills that promote a team approach and encourage innovation.
- Exceptional oral and written communication skills in English and fluency in oral and written French.
- Recognized organizational and management skills with a proven track record of significant accomplishments; experience in managing the needs of diverse communities is a definite asset.
- An understanding of the financial, pedagogical, governance and administration of a school board in the context of the Québec Education System and its related laws and regulations.
- Experience in teaching will also be considered an asset.

WORKING CONDITIONS & REMUNERATION:

As per the Regulation respecting certain conditions of employment of senior executives of school boards.

TO APPLY: Please send your resume along with a covering letter by Tuesday, March 11, 2014 to:

Mr. Stephen Burke, Chairman
Central Québec School Board
Selection Committee for the Director General
2046, chemin Saint-Louis
Québec, QC G1T 1P4

E-mail: burkes@cqsbc.gc.ca

The job description is available upon request: Human Resources 418-688-8730 (extension 3060).

The CQSB thanks all candidates for their interest; however, only those selected for an interview will be contacted. The Central Québec School Board is an equal opportunity employer.



**CENTRAL QUÉBEC SCHOOL BOARD
2014-2015 SCHOOL CALENDAR**

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

AUGUST 2014							SEPTEMBER 2014							OCTOBER 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30				27	26	27	28	29	30	31	
31																				
NOVEMBER 2014							DECEMBER 2014							JANUARY 2015						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1		1	2	3	4	5	6					1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
23	24	25	26	27	28	29	28	29	30	31			30	25	26	27	28	29	30	31
30																				
FEBRUARY 2015							MARCH 2015							APRIL 2015						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25
							29	30	31					26	27	28	29	30		
MAY 2015							JUNE 2015							KEY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S							
					1	2		1	2	3	4	5	6		Holidays for students/teachers	16				
3	4	5	6	7	8	9	7	8	9	10	11	12	13		Pedagogical Days	17				
10	11	12	13	14	15	16	14	15	16	17	18	19	20		Snowstorm/emergency closures	3				
17	18	19	20	21	22	23	21	22	23	24	25	26	27		March break	5				
24	25	26	27	28	29	30	28	29	30						First day of school: August 29, 2014					
31															Last day of school: June 23, 2015					
1 st snow day to be used on: January 23, 2015							2 nd snow day to be used on: March 27, 2015							Number of student days: 180						
3 rd snow day to be used on: April 2, 2015														Number of teacher days: 200						