



**Approved minutes of the meeting of the Council of Commissioners of the Central Québec School Board held on Friday, June 13, 2014 at 7:30 p.m. at the Board Office, 2046, chemin St-Louis, Québec (Québec) G1T 1P4.**

<b>Present:</b>	Isabel Béland	Parent Commissioner
	Stephen Burke	Chairman
	Marie-Claude Doucet	Commissioner (by telephone)
	Debbie Ford-Caron	Commissioner (by telephone)
	Chantal Guay	Commissioner (by videoconference)
	Wyna Marois	Commissioner
	Stephen Nellis	Parent Commissioner
	Esther Paradis	Commissioner
	Jo Rosenhek	Commissioner (by telephone)
	Marielle Stewart	Director General
	Jo-Ann Toulouse	Commissioner (by videoconference)
	Marie-Soleil Tremblay	Commissioner
	Robert Vallières	Commissioner
	Edward Vining	Commissioner
	Aline Visser	Commissioner
<b>Absent:</b>	Darlene Brown	Commissioner
	Heather Clibbon-Coté	Commissioner
	Kevin Jack	Commissioner
	Robert Lemelin	Commissioner
	Jean Robert	Vice-Chairman
<b>In attendance:</b>	Laurent Després	Director of Financial Services, Buildings & Equipment
	François Garon	Computer Technician
	Pierrette Laliberté	Director of Human Resources
	Patti L. Moore	Secretary General
	Marty Patterson	CQTA President
	Stephen Pigeon	Director of Instructional Services
	Melanie Simard	Executive Secretary

**14-06.01 Call to order**

The Chairman called the meeting to order at 7:40 p.m.

S. Burke mentioned that a former CQSB Commissioner, Mr. Ross Rourke passed away recently, he invited everyone to have a moment of silence in his honour.

**14-06.02**      **Approval of the agenda**

It was MOVED by M.-S. Tremblay, SECONDED by A. Visser and UNANIMOUSLY RESOLVED; that the agenda be approved as circulated.

**14-06.03**      **Public question period**

No questions were asked.

**14-06.04**      **Question Period for Students**

No students were present.

**14-06.05**      **Correspondence from Students**

No correspondence was received.

**14-06.06**      **Approval of the minutes of the regular meeting held on May 9, 2014**

It was MOVED by A. Visser, SECONDED by E. Vining and RESOLVED, that the minutes of the regular meeting of the Council of Commissioners held on May 9<sup>th</sup>, 2014 be approved as presented.

Commissioners W. Marois and D. Ford-Caron abstained from voting.

**14-06.07**      **Business arising from the minutes**

No business to report.

**14-06.08**      **Report from the Chairman**

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

- CQSB Parents' Committee Meeting – May 10<sup>th</sup>
- CQSB Human Resources Committee meeting – May 13<sup>th</sup>
- Preparatory Meeting for visit to the Saguenay – May 14<sup>th</sup>
- LRAC Meeting – May 20<sup>th</sup>
- Special Meeting at RRES (Saguenay) – May 21<sup>st</sup>
- QESBA and AAESQ Spring Conference – May 22<sup>nd</sup> to 24<sup>th</sup>
- VEQ AGM – May 29<sup>th</sup>
- 2014 Graduations and Awards Ceremonies
- CQSB Agenda Meeting – June 3<sup>rd</sup>
- End of the school year comments and Electoral Platform

S. Burke also noted that he attended the *Chapeau, les filles!* national gala at the National Assembly on June 9<sup>th</sup>, 2014. This event highlights the commitment and work of women enrolled in a vocational or technical trade that are traditionally male professions.

**Director General's Report**

The Council received information regarding the following items:

- a) Up-date on Strategic Planning
  - i. MESA Self-Assessment Deadline
  - ii. AC July Strategic Planning Session
- b) Budget Update
  - i. Budget Parameters
  - ii. Budget Rules
- c) Nomination of a Director of Instructional Services, Adult and Vocational Education
  - i. Nomination at the regular meeting of May 9, 2014: Mr. Mark Sutherland
- d) Nomination of a Coordinator of Educational Services
  - i. Nomination: Ms. Jill Robinson
- e) Nomination of Principals for Holland Elementary School and MacLean Memorial School
  - i. Holland Elementary School nomination: Mr. Frédérick Grégoire
  - ii. MacLean Memorial School nomination: Ms. Etta Viens
- f) Marking Centres
- g) On-Line Courses – Summer 2014
- h) Documentation Technician Workshop
- i) Induction Program for Teachers
- j) 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

M. Stewart mentioned that MacLean Memorial School received an \$8,000 grant from the international charity Free the Children. They work domestically through “We Day and We Act” to educate, engage and empower youth to become active local and global citizens. Through their holistic and sustainable development model—Adopt a Village—they work to remove barriers to education and to empower communities to break the cycle of poverty.

The Director General noted that Ms. Michèle Babin was nominated as Principal at Riverside Regional Elementary School for a one-year definite contract.

L. Després briefly summarized the budget rules and parameters that were received late afternoon on that same day.

New Businessa) Hiring of General Contractorsi. Portneuf Elementary School Extension

WHEREAS the School Board had reserved part of the *Maintien des bâtiments* budget for the Portneuf Elementary School extension;

WHEREAS plans and specifications were prepared and a public call for tenders for general contractors was published on SEAO (*Système électronique des appels d'offres du gouvernement du Québec*) on May 1, 2014 and tenders were opened on May 22, 2014;

WHEREAS the architect has recommended that the lowest tender be accepted as it met the requirements and specifications of the project;

It was MOVED by W. Marois, SECONDED by A. Visser and UNANIMOUSLY RESOLVED; that the Council of Commissioners accept the lowest tender that met the specifications for the Portneuf Elementary School Extension (35, rue Richard, Cap-Santé, QC G0A 1L0) as submitted by *Lévesque et Associés Construction inc.*, (475, rue des Canetons, Québec, QC G2E 5X6) in the amount of \$1,838,000.00 (taxes not included); and

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

ii. Ste-Foy Elementary School WC

WHEREAS the School Board had reserved part of the *Maintien des bâtiments* budget for the renovation of the Ste-Foy Elementary School bathrooms;

WHEREAS plans and specifications were prepared and a public call for tenders for general contractors was published on SEAO (*Système électronique des appels d'offres du gouvernement du Québec*) on May 12, 2014;

WHEREAS the architect has recommended that the lowest tender be accepted as it met the requirements and specifications of the project;

It was MOVED by W. Marois, SECONDED by A. Visser and UNANIMOUSLY RESOLVED; that the Council of Commissioners accept the lowest tender that met the specifications for the renovation of the Ste-Foy Elementary School bathrooms (1240, rue Julien-Green, Québec, QC G1W 3M1) as submitted by *Les Entreprises QuébecHab Ltée*, (564, rue de l'Argon, Québec, QC G2N 2E1) in the amount of \$307,000.00 (taxes not included); and

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

New Business (continued)a) Hiring of General Contractors (continued)iii. La Tuque High School (masonry restoration, new window and doors, addition of dressing rooms and plastering work)

WHEREAS the School Board had reserved part of the *Maintien des bâtiments* budget for La Tuque High School summer projects (masonry restoration, new window and doors, addition of dressing rooms and plastering work);

WHEREAS plans and specifications were prepared and a public call for tenders for general contractors was published on SEAO (*Système électronique des appels d'offres du gouvernement du Québec*) on May 1, 2014;

WHEREAS the architect has recommended that the lowest tender be accepted as it met the requirements and specifications of the project;

It was MOVED by C. Guay, SECONDED by M.-S. Tremblay and UNANIMOUSLY RESOLVED; that the Council of Commissioners accept the lowest tender that met the specifications for the La Tuque High School summer projects (masonry restoration, new window and doors, addition of dressing rooms and plastering work) (531, rue St-Maurice, La Tuque, QC G9X 3E9) as submitted by *Construction Berthin Cloutier 2005*, (999 Boul. Ducharme, La Tuque, QC G9X 3C3) in the amount of \$270,099.00 (taxes not included); and

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

iv. Eastern Québec Learning Centre WC

WHEREAS the School Board had reserved part of the *Maintien des bâtiments* budget for the Eastern Québec Learning Centre bathrooms;

WHEREAS plans and specifications were prepared and a public call for tenders for general contractors was placed on SEAO (*Système électronique des appels d'offres du gouvernement du Québec*) on May 15, 2014 and opened on June 6, 2014;

WHEREAS the architect has recommended that the lowest tender be accepted as it met the requirements and specifications of the project;

It was MOVED by A. Visser, SECONDED by E. Vining and UNANIMOUSLY RESOLVED; that the Council of Commissioners accept the lowest tender that met the specifications for the Eastern Québec Learning Centre bathrooms (3005, rue William Stuart, Québec, QC G1W 1V4) as submitted by *Groupe BGR Construction*, (2560, boul. Bastien, Québec, QC G2B 1B1) in the amount of \$101,775.00 (taxes not included); and

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

New Business (continued)

a) Hiring of General Contractors (continued)

v. Shawinigan High School WC

As the tenders were not analysed at this time, this item was tabled to a future meeting.

b) Delegation of Authority for Summer Months (June 14<sup>th</sup> to August 19<sup>th</sup>, 2014)

WHEREAS it may be necessary for decisions to be made and documents signed during the summer months when no meetings of the Council of Commissioners are scheduled;

It was MOVED by C. Guay, SECONDED by J.-A. Toulouse and UNANIMOUSLY RESOLVED; that the Director General or the Assistant Director General, in collaboration with the Chairman or the Vice-Chairman, be authorized to make all necessary decisions during the summer months (June 14<sup>th</sup>, 2014 to August 19<sup>th</sup>, 2014); and

THAT the Director General or the Assistant Director General and the Chairman or the Vice-Chairman be authorized to sign all documents pertaining to contracts to be concluded during the summer months, within the adopted budget; and

THAT the Director General report to the August 20, 2014 meeting of the Council of Commissioners.

c) Nomination of a CQSB Assistant Director General

WHEREAS the current CQSB Director General, will retire on July 15<sup>th</sup>, 2014;

WHEREAS the current Part-Time Assistant Director General recently appointed to the position of Director General, starting July 16<sup>th</sup> 2014, the Board must now fill the Part-Time Assistant Director General position;

WHEREAS Pierrette Laliberté has accepted to assume the position of Part-Time Assistant Director General;

It was MOVED by A. Visser, SECONDED by E. Paradis and UNANIMOUSLY RESOLVED; that the Council of Commissioners approve the nomination of Pierrette Laliberté as Part-Time Assistant Director General for the Central Québec School Board, starting July 16<sup>th</sup>, 2014.

New Business (continued)d) Banking Agreement

WHEREAS the present one-year agreement with the *Caisse Desjardins* concerning financial services will come to an end on June 30<sup>th</sup>, 2014;

WHEREAS the School Board is satisfied with the services offered;

WHEREAS the staff of *Caisse Desjardins* has given CQSB excellent service over the last four years;

It was MOVED by M.-S. Tremblay, SECONDED by E. Vining and UNANIMOUSLY RESOLVED; that the Council of Commissioners of the Central Québec School Board accept the proposed one-year agreement from the *Caisse Desjardins de Sillery – Saint-Louis-de-France* effective July 1<sup>st</sup>, 2014; and

THAT the Chairman and the Director General be authorized to sign the agreement.

e) Banking Agreement – Adoption of a New Signing Officer

WHEREAS the bank requires CQSB to have four signing officers for banking matters; two representatives of the Council of Commissioners (Chairman and Vice-Chairman) and two representatives from management (Director General and Assistant Director General);

WHEREAS the current Director General will have retired as of July 15<sup>th</sup>, 2014;

WHEREAS the current Part-Time Assistant Director General will remain a signing officer in his new capacity as Director General, starting July 16<sup>th</sup>, 2014;

WHEREAS Pierrette Laliberté accepted the position of Assistant Director General on June 13<sup>th</sup>, 2014;

It was MOVED by W. Marois, SECONDED by C. Guay and UNANIMOUSLY RESOLVED; that the four signing officers for CQSB as of July 16<sup>th</sup>, 2014, would be:

1. Chairman: Stephen Burke
2. Vice-Chairman: Jean Robert
3. Director General : Stephen Pigeon
4. Assistant Director General : Pierrette Laliberté

f) Fiche de déclaration du dirigeant d'un organisme - 2013-2014

WHEREAS the information contained in the authorization forms submitted by the CQSB to the Secretariat of the *Conseil du trésor* and published information on the electronic tendering system pursuant to the Act Respecting Contracting by Public Bodies (section C- 65.1) or the regulations, policies and directives made under this Act shall be the responsibility of the CQSB;

WHEREAS the CQSB declaration certifies the reliability of data, information and explanations contained therein;

WHEREAS the CQSB has confirmed that there were no contracts above the \$100,000 public tender threshold that were awarded without going through the public tender process directly or through a purchasing group;

WHEREAS during this period, the CQSB maintained information and measures of reliable agreement with the compliance systems in contract management, the Act Respecting Contracting by Public Bodies as well as regulations, policies and guidelines made under this Act;

WHEREAS the CQSB declares that all required information has been forwarded to the Secretariat of the *Conseil du trésor* , pursuant to the Directive on accountability in contract management of public agencies and that it and the information published on the electronic tendering system to tender for the period from April 1<sup>st</sup>, 2013 to March 31<sup>st</sup>, 2014 are reliable;

It was MOVED by R. Vallières, SECONDED by M.-S. Tremblay and UNANIMOUSLY RESOLVED; that the Council of Commissioners approve the *déclaration du dirigeant d'organisme* and authorize its Chairman to sign it and submit it to the *Conseil du trésor* on its behalf.

g) Fiche d'autorisation - Modification of a Contract (Québec High School)

WHEREAS the Council of Commissioners adopted the hiring of a contractor for the renovation of the toilets and the installation of a lift at Québec High School on May 10, 2013 in the pre-tax amount of \$440,072;

WHEREAS the cost of the renovation represented more than 10% of the original tender in the pre-tax amount of \$123,776;

WHEREAS each modification of the renovation was approved according to the CQSB Policy on Supply, Service and Construction Contracts by either the Director General or by the Director of Buildings and Equipment, as applicable;

WHEREAS none of the modifications represented individually more than 10% of the original tendered cost of the contract;



New Business (continued)g) Fiche d'autorisation – Modification of a Contract (Québec High School) (continued)

WHEREAS an authorization form must be submitted to the Secretariat of the *Conseil du trésor* when a public body has modified a contract which causes an additional expense totalling more than 10% of the original tendered price of the contract;

WHEREAS the authorization form provides all the reasons for the excess cost;

It was MOVED by E. Vining, SECONDED by A. Visser and UNANIMOUSLY RESOLVED; that the Council of Commissioners approve the modifications as well as the authorization form to be sent to the Secretariat of the *Conseil du trésor*; and

THAT the Chairman be authorized to sign the form.

h) By-Law Day, Time and Place of Regular meetings of the Council of Commissioners 2014-2015 (adoption)

WHEREAS section 162 of the Education Act indicates that the Council of Commissioners must adopt a by-law concerning the day, time and place of its regular meetings;

WHEREAS section 392 of the Education Act stipulates that public notice must be given before the adoption of a by-law;

It was MOVED by A. Visser, SECONDED by M.-C. Doucet and RESOLVED; that, pursuant to article 162 of the Education Act, for the 2014-2015 school year regular meetings of the Council of Commissioners be held at 7:00 p.m. at the Board Office on the dates indicated:

- Wednesday, August 20, 2014
- Friday, September 12, 2014
- October, 2014: election period; no meeting
- Friday, November 14, 2014
- Wednesday, December 10, 2014
- Wednesday, January 21, 2015
- Wednesday, February 18, 2015
- Wednesday, March 25, 2015
- Friday, April 17, 2015
- Friday, May 15, 2015
- Friday, June 19, 2015

Commissioners E. Paradis and E. Vining voted against.

New Business (continued)i) Approval of a Lease (BioLab)

WHEREAS the *Ministère des ressources naturelles* has once more agreed to rent CQSB Lot 4 366 573, more commonly known as the BioLab, for an amount of \$489.79 for the year starting March 1<sup>st</sup>, 2014 and ending on February 28<sup>th</sup>, 2015;

WHEREAS the BioLab is used primarily by Dollard-des-Ormeaux School as an outdoor classroom for science-related pedagogical activities;

It was MOVED by W. Marois, SECONDED by A. Visser and UNANIMOUSLY RESOLVED; that the Council of Commissioners accept the renewal of the lease of Lot 4 366 573, more commonly known as the BioLab, to be used primarily by Dollard-des-Ormeaux School as an outdoor classroom for science-related pedagogical activities.

j) Renewal of 3-Year Agreements with the Health Sector (EQLC Health, Assistance and Nursing program)

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

WHEREAS formal agreements must be signed between the Central Québec School Board and the CHU (*CHUL, Hôtel-Dieu, St-François d'Assise, Enfant Jésus and Hôpital St-Sacrement*);

WHEREAS the CHU (*CHUL, Hôtel-Dieu, St-François d'Assise, Enfant Jésus and Hôpital St-Sacrement*) has agreed to provide students with the opportunity to carry out their internships in their establishments;

WHEREAS formal agreements must be signed between the Central Québec School Board and the IUSMQ (*Institut universitaire en santé mentale de Québec*);

WHEREAS the IUSMQ (*Institut universitaire en santé mentale de Québec*) has agreed to provide students with the opportunity to carry out their internships in their establishments;

It was MOVED by D. Ford-Caron, SECONDED by M.-C. Doucet and UNANIMOUSLY RESOLVED; that the Central Québec School Board enter into agreements with the CHU (*CHUL, Hôtel-Dieu, St-François d'Assise, Enfant Jésus and Hôpital St-Sacrement*) and with the IUSMQ (*Institut universitaire en santé mentale de Québec*) in order to enable Central Québec students in the Health Assistance and Nursing program to carry out their internships; and

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

New Business (continued)k) Requesting Change to Transportation Policy

WHEREAS the CQSB Transportation department frequently receives calls from schools and parents requesting permission to allow a student to go home on the bus with a friend for various reasons;

WHEREAS these requests can be very time-consuming for a department of two employees who must deal with frequent calls of an urgent nature;

WHEREAS the CQSB Transportation Department and the Transportation Advisory Committee have raised safety/accountability issues and insurance issues concerning this practice;

It was MOVED by M.-S. Tremblay, SECONDED by J.-A. Toulouse and UNANIMOUSLY RESOLVED; that the Council of Commissioners adopt the following changes to section 9 of the CQSB Transportation Policy:

~~All requests for temporary changes in designated bus stop (a.m. or p.m.) must be sent in writing to the school principal 24 hours in advance. School personnel will give written instruction/permission to the driver (stamp and signature).~~ Become: Requests for temporary changes in designated bus stops will not be considered.

~~Changes of address or changes for any extended period (three days or more) must be referred to the Transport Department. (Principals may forward the information by fax).~~ Become: Exceptional requests must be referred to the transportation department. The Transport Department shall evaluate the request in accordance with the Transportation Policy (principals may forward the information by fax/e-mail). If permission is granted, school personnel will give written instruction/permission to the driver (stamp and signature).

l) Request for additional space - Dollard-des-Ormeaux School

WHEREAS Dollard-des-Ormeaux School has reached the limit of its capacity;

WHEREAS the demographic statistics from the *ministère de l'Éducation, du Loisir et du Sport* (MELS) indicate increased enrolment for this school over the next five years;

WHEREAS there is limited space available in the elementary schools of the Central Québec School Board located within 20 kilometres of Dollard-des-Ormeaux School and the MELS demographic statistics indicate that the student population will continue to increase or remain stable in these schools over the next five years;

It was MOVED by E. Paradis, SECONDED by W. Marois and UNANIMOUSLY RESOLVED; that the Central Québec School Board submit a request to the *ministère de l'Éducation, du Loisir et du Sport* for additional permanent space for Dollard-des-Ormeaux School to be included in the 2014-2019 five-year investment plan.

Committee Reportsa) Executive Committee

A meeting was held on June 11th, 2014. In the absence of the Chair of the Committee, Mr. Jean Robert, Stephen Burke made a report on this meeting.

i. Formation of a Steering Committee: Riverside Regional Schools

WHEREAS members of the Executive Committee were given the mandate to assess various short and long terms plans for Riverside Regional Elementary School and Riverside Regional High School;

WHEREAS members of the Executive Committee were given a document to assess various reorganization models and their implications;

WHEREAS the School Board has developed a detailed calendar of activities (timeline) for this process;

WHEREAS the School Board will initiate a public consultation in accordance with section 212 of the Education Act;

WHEREAS under Articles 40 and 79 of the Education Act, the school board may, at the request of the board, amend or repeal the act of establishment of a school in keeping with the three-year plan and destination of immovables;

WHEREAS the School Board will initiate a consultation with the CQSB Parents' Committee in accordance with section 193 of the Education Act;

WHEREAS the School Board will initiate a consultation with the governing boards of both schools in accordance with sections 40 and 79 of the Education Act;

It was MOVED by W. Marois, SECONDED by M.-S. Tremblay and UNANIMOUSLY RESOLVED; that the Council of Commissioners mandate the Executive Committee, with the support of the Administrative Council, to launch a public consultation process; and

THAT the Committee assess long-term plans for the Riverside Regional Schools; and

THAT the Committee develop a plan of action; and

THAT the Committee initiate the calendar of activities.

Committee Reports (continued)b) Parents' Committee

A meeting was held on May 10<sup>th</sup>, 2014, no report was made. A meeting is scheduled on June 14, 2014.

c) Transport Advisory Committee

A meeting was held on June 10<sup>th</sup>, 2014. A report was made during New Business, Item. 10. k) Requesting Change to Transportation Policy.

d) Audit Committee

No meeting was held. M.-S. Tremblay mentioned that the Committee has received the financial statements from L. Després, they have reviewed them and can be forwarded to the Council if necessary. Their next meeting will be in the Fall of 2014.

e) Evaluation of the Director General

No meeting was held.

f) Communications Committee

No meeting was held.

g) Ethics and Governance Committee

No meeting was held.

h) Human Resources Committee

A meeting was held on May 13<sup>th</sup>, 2014.

i. CQSB Employee Recognition Policy (adoption)

WHEREAS the original CQSB Employee Recognition Policy, was last adopted on June 15, 2001;

WHEREAS the Human Resources Department has recommended changes to certain sections;

WHEREAS the Administrative Council, school principals and the unions were consulted and agreed to the recommended changes;

WHEREAS the Human Resources Committee met on May 13<sup>th</sup>, 2014 and proposed that the policy be presented for adoption at the next Council of Commissioners' meeting;

**14-06.11**

**Committee Reports (continued)**

h) Human Resources Committee (continued)

i. CQSB Employee Recognition Policy (adoption) (continued)

It was MOVED by E. Paradis, SECONDED by A. Visser and UNANIMOUSLY RESOLVED; that the Council of Commissioners adopt the revised CQSB Employee Recognition Policy as in **Appendix 1** to the minutes.

ii. CQSB Workplace Wellness Policy (adoption)

WHEREAS a 2012 Board-wide climate survey brought light to the need for a CQSB Workplace Wellness Policy;

WHEREAS school principals, the unions and the Administrative Council were consulted and agreed to the policy;

WHEREAS the Human Resources Committee met on May 13<sup>th</sup>, 2014 and proposed that the policy be presented for adoption at the next Council of Commissioners' meeting;

It was MOVED by E. Paradis, SECONDED by W. Marois and UNANIMOUSLY RESOLVED; that the Council of Commissioners adopt the CQSB Workplace Wellness Policy as in **Appendix 2** to the minutes.

i) Ad Hoc Committee on Short and Long Term Planning

No meeting was held.

**14-06.12**

**Quebec English School Boards Association**

a) Report from the Board of Directors

A report of the meeting of the Board of Directors on May 22<sup>nd</sup>, 2014 was made, the main points being: the QESBA budget, the MELS regional offices, Election readiness, QESBA's Executive Director's position. The next meeting will be held on August 15<sup>th</sup>, 2014.

b) Reports from the Committees

No meetings, no report.

**14-06.13**

**Next meeting**

The next regular meeting of the Council of Commissioners will be held on Wednesday, August 20<sup>th</sup>, 2014 at 7:00 p.m.

**14-06.14**      **Question period**

a) Public

No questions were asked.

b) Commissioners

No questions were asked.

**14-06.15**      **In-camera session**

No in-camera session was held.

**14.06.16**      **Adjournment**

The meeting was ADJOURNED at 9:18 p.m. on a MOTION by C. Guay, SECONDED by W. Marois

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Patti L. Moore  
Secretary General

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Stephen Burke  
Chairman

Approved on August 20, 2014.

**EMPLOYEE RECOGNITION POLICY**  
(Adopted June 13, 2014)

**Authority: Director General**

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



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## 1. Policy Statement

In line with its mission, vision, strategic orientations and organizational culture, the Central Québec School Board (CQSB) is committed to creating a work environment where employees feel appreciated and recognized for their individual and collective contributions and/or accomplishments toward the success of our students and for providing quality services to various stakeholders.

## 2. Policy Objectives

- a) To raise awareness of the value of recognizing employees;
- b) To provide guidelines for formal recognition programs and activities as well as ideas for informal recognition;
- c) To ensure everyone has an accountability component in regard to the application of this policy;
- d) To determine a CQSB yearly budget to ensure formal recognition programs can be implemented;
- e) To ask each school and center to reserve a certain amount of money in their yearly school budget for recognition activities.

## 3. Scope

This policy applies to all CQSB employees who give their time, energy and talents to support directly or indirectly the success of our students and whose years of continuous services comply with the definition stipulated in this policy.

## 4. Definitions

### a) Employee Recognition

Employee recognition is the timely, formal or informal acknowledgement of a person or team's behavior, efforts or results that support the organization's values, goals and objectives in the achievement of its mission – the success of all students.

### b) Formal Recognition Programs

Structured, scheduled activities or events organized by the Board and/or its establishments to recognize employee contributions, such as:

- i) Service Anniversary Milestones (Ex. 5 to 25 + years of continuous service)
- ii) Employee Recognition Weeks
  - Words of Appreciation publicized on our Web Site
  - Special recognition events or activities
- iii) Social Committees "special activities"
- iv) Recognition of Volunteers
- v) Other possibilities.



**c) Informal Recognition**

Acknowledgement of day-to-day efforts and accomplishments in the workplace through genuine gestures of appreciation, such as:

- i) Peer-to-peer recognition - actively encouraging employees to notice and appreciate the behaviors and accomplishments of their colleagues;
- ii) Thank-you card (e-model or other paper format) for a specific employee or team's effort, accomplishment, contributions, etc.;
- iii) On the spot "recognition luncheon, munchies" (individual or team effort);
- iv) "Speak and thank you time" for a specific or special contribution;
- v) Other possibilities.

**d) Continuous Service**

Continuous period of employment from date of last hire, uninterrupted by resignations or dismissal. All unpaid and duly authorized (by the Board) leaves of absence will be counted as periods of service. Years of continuous service will correspond to years identified by CARRA and will be confirmed by Human Resources.

**5. Guidelines for different recognition activities**

**a) Service Anniversary Milestones: 25 years of service, retirement, voluntary resignation**

- Retirement or voluntary resignation: employees between 5 to 30 years or more of continuous service will be recognized as follows:

5 to 14 years	Gift of a value of \$10.00 per year of continuous service
15 to 25 years	Gift of a value of \$150.00 + \$10.00 per additional year of continuous service, up to a maximum of \$250.00
25 years +	Gift of a value of \$250.00 + \$10.00 per additional year of continuous service up to a maximum of \$300.00

- 25 years of continuous service:

25 years	Gift of a value of \$250.00 for the purchase of a gift
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**Conditions applicable- Service Anniversary Milestones:**

- The employee is responsible to choose a gift of his own choosing;
- The employee is responsible to submit receipts to Human Resources for reimbursement up to the entitled amount.
- A thank you/congratulatory letter from the Chairman of the Council of Commissioners will be transmitted to all staff members who have attained 25 years of continuous service.



- At the discretion of the Administration and, with the agreement of the employee, each service, school or center will be responsible for organizing a “recognition gathering”. The cost of the social gathering will be self-financed.
- Upon retirement, a letter signed by both the Chairman of the Council of Commissioners and the Director General will be sent to the retiree.

**N.B. No amount of money will be given in lieu of the value of a gift.**

**b) Central Québec School Board Employee Recognition Weeks**

- The School Board will reserve an amount of money in their annual budget to provide some special form or token of appreciation to all CQSB employees during the various CQSB Recognition Weeks. As an exceptional measure, an amount of money could be transferred to the school budget.
- The targeted recognition weeks will be determined by the School Board, taking into account other provincial related activities, such as the Provincial Teachers’ Appreciation Week.
- On behalf of the Council of Commissioners and the Administrative Council, a special message of appreciation will be publicized on the board’s web site.
- The School Board will transmit to each school and center a special token of the Board’s appreciation for each one’s contributions toward student success.
- Each establishment will be responsible to organize complementary events or activities during the Board’s Appreciation Weeks to respond to their own needs or specific situations.
- Each establishment will be responsible for any costs incurred to organize events or activities during the targeted appreciation weeks.

**c) Social Committees (Board Office, Schools, Centre)**

This is not mandatory and it must be created or sustained as a volunteer basis. It is a local initiative for the purpose of maintaining a sense of community within staff members. The key responsibilities should be to:

- Plan and host different events throughout the school year, such as a Christmas Party, a Christmas Food Bank, St-Patrick’s Day, Valentine’s Day, a Summertime Barbeque, a Lunch Time Special Luncheon, Birthday Get-Togethers, etc.;
- Advertise the events for which they are responsible;
- Ensure events that are organized are within budget and self-financed.

**d) Volunteers in our Schools and Centre**

Each establishment will determine a formal or informal form of recognition to thank volunteers and express the Board’s gratitude in a way that acknowledges their contributions in a meaningful and credible manner.

Each activity or event will be self-financed.



## 6. Roles and Responsibilities

- *The Council of Commissioners* is responsible for adopting the policy and ensuring its compliance.
- *The Director General* has the overall responsibility for ensuring that the Recognition Policy is communicated and applied consistently throughout the board. The Director General will provide a yearly report to the Council of Commissioners on related activities taken by the board, schools and center.
- *Each Director of Service, School and Centre Principal* is responsible for providing information on the policy to their staff as well as implement recognition initiatives or activities as stipulated in the policy.
- *The Director of Human Resources* is responsible for providing information in relation to the application of the Recognition Policy as well as ensuring the consistent application of the policy guidelines. The Director of Human Resources will report any significant concerns to the Director General about the application of this policy.
- *Each employee* has a key role to play, namely by being respectful and supportive to one another and by recognizing their own contributions as well as those of other colleagues as well as team efforts and successes.

## 7. Additional Stipulations

Employees whose employment has been terminated by the School Board will not be eligible.

## 8. Evaluation

- The Recognition Policy will be evaluated, at least every 3 years, through a survey to all staff and as part of the Workplace Wellness Survey.
- The purpose of the evaluation is to determine if the application of this policy is effective and contributing to a *supportive work environment and wellness in the workplace*.



**WORKPLACE WELLNESS POLICY**  
(Adopted June 13, 2014)

*Fostering a culture that promotes wellness in the workplace through targeted strategies*

*“An individual and collective responsibility”*

**Authority: Director General**

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

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## 1. Policy Statement

- The Central Québec School Board (the Board) recognizes the importance of continuing to build and sustain a healthy and a supportive workplace through diverse broad programs, local initiatives, special features or events;
- The board wishes to enhance as well as optimize wellness in the workplace through education, prevention and encouraging each one to take responsibility for creating and sustaining a supportive work environment;
- The Workplace Wellness policy will be applied in respect of all relevant laws, regulations, collective agreements and other related policies and procedures as well as yearly budgetary consideration.

## 2. Guiding Principle

Each one of us is a partner in creating a culture of wellness and we all have an individual as well as a collective responsibility in this regard.

## 3. Definitions

- **Workplace Wellness:**  
For the purpose of this policy, Workplace Wellness is defined as programs, activities, practices as well as attitudes that will support the physical, emotional and psychological well-being of employees, including educational awareness activities, preventive programs such as the Employee Assistance Program, supportive work environment and management.

## 4. Scope

This policy applies to all employees of the Central Québec School Board, independent of their percentage of work or contractual status.

## 5. Objectives of the Central Québec Workplace Wellness Program

- Sustain an organizational culture that promotes openness, leadership, cooperation and caring;
- Continue to promote the board's vision of "Learning for all" through education and prevention awareness activities related to wellness in the workplace;
- Provide a safe, supportive and respectful work environment for all employees;
- Sustaining the importance of Professional Growth through professional dialogue and clear objectives for continuous improvement;
- Improve our common understanding of workplace issues that impact the health and well-being of employees;
- Build the knowledge, skill and ability of staff to take control of their own well-being by offering supporting measures, as highlighted in this policy.





## 6. Supporting Programs

Workplace Wellness will be promoted and supported through existing programs and other relevant options such as those listed herewith:

- Increasing Awareness Raising Activities (board wide and local initiatives)- Wellness newsletters, Email Tips, Special Workshops, Team Building Initiatives, Seminars on Conflict Resolution, etc.;
- Obtaining an annual budget to support the program;
- Enhancing the use of our Employee Assistance Program (EAP) to support our staff who are facing personal and professional challenges and/or difficulties;
- Ensuring our Policy Countering All Forms of Harassment is well known to all stakeholders to ensure that each employee feels safe and respected in all circumstances and at all times;
- Sustaining the importance of Professional Growth through professional dialogue and clear objectives for continuous improvement;
- Promoting the importance of Recognition in the workplace as per our related policy;
- Encouraging Work-Life Balance Initiatives, such as Flexible Hours, Leave of Absence, possibility of working at distance at times, etc.;
- Ensuring Health Promotion and Prevention Campaign, such as Health Seminars, Ergonomic Workplace, First Aid, CPR, Stress Management, etc.;
- Continue to promote the Fitness Programs offered through “Énergie-Cardio” to all staff of the board;
- Providing Professional Development opportunities and initiatives;
- Encouraging and promoting social activities at each local level.

## 7. Roles and Responsibilities

- **Each Employee** is responsible for enhancing their own awareness as well as understanding of personal and professional factors (positive or negative) affecting workplace wellness and contribute ideas, opinions, share expertise and partaking in finding solutions that will impact positively the well-being of employees;
- **Each Director of Service, School & Centre Principal** is responsible for providing information on the policy to their staff as well as developing and/or implementing local initiatives (such as training/awareness sessions to employees) that support the objectives of the policy. A yearly report of workplace wellness initiatives that have taken place will be provided to the Director of Human Resources at the end of each school year;
- **The Director of Human Resources** is responsible for administering workplace wellness programs, budgets, providing information and supporting the organization of local initiatives, conducting periodic climate survey to measure results as well as providing a yearly report to the Director General and any related significant concerns about the application of the policy;
- **The Director General** has the overall responsibility for ensuring that the Workplace Wellness Policy is communicated and applied consistently throughout the board. The Director General will provide a yearly report to the Council of Commissioners on related actions taken by the board, schools and center;



- **The Council of Commissioners** is responsible for the adoption of the policy and ensuring its compliance.

## **8. Evaluation**

- The Workplace Wellness Policy will be evaluated, at least every 3 years, through the use of data and trends to determine if employee workplace wellness needs are being met.

