



Approved minutes of the regular meeting of the Council of Commissioners of the Central Québec School Board held on Friday, June 19, 2015 at 7:00 p.m. at the Board Office, 2046, chemin St-Louis, Québec (Québec) G1T 1P4.

Present:	Isabel Béland Stephen Burke Sara Downs Debbie Ford-Caron Kevin Jack Stephen Nellis Stephen Pigeon Patsy Poulin Jean Robert Jo Rosenhek Jo-Ann Toulouse Aline Visser	Parent Commissioner Chairman Commissioner (videoconference) Commissioner (videoconference) Commissioner Parent Commissioner Director General Parent Commissioner (videoconference) Vice-Chairman Commissioner Commissioner (videoconference) Commissioner
Absent:	Heather Clibbon Christian Falle Chantal Guay Wyna Marois Esther Paradis	Commissioner Parent Commissioner Commissioner Commissioner Commissioner
In attendance:	Keven Cormier Laurent Després Pierrette Laliberté Patti L. Moore Melanie Simard	Computer Technician Director of Financial Services, Buildings and Equipment Director of Human Resources, Assistant Director General Secretary General Executive Secretary

15-06.01 **Call to order**

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

15-06.02 **Approval of the agenda**

It was MOVED by A. Visser, SECONDED by J.-A. Toulouse and UNANIMOUSLY RESOLVED; THAT the agenda be approved as circulated.

15-06.03 **Public question period**

No public was present.

15-06.04 **Question Period for Students**

No students were present.

15-06.05 **Correspondence from Students**

No correspondence was received.

15-06.06 **Approval of the minutes of the regular meeting held on May 15, 2015**

It was MOVED by P. Poulin, SECONDED by S. Downs and RESOLVED; THAT the minutes of the regular meeting of the Council of Commissioners held on Friday, May 15, 2015 be accepted as circulated.

K. Jack abstained from voting.

15-06.07 **Approval of the minutes of the special meeting held on June 10, 2015**

It was MOVED by A. Visser, SECONDED by K. Jack and UNANIMOUSLY RESOLVED; THAT the minutes of the special meeting of the Council of Commissioners held on Wednesday, June 10, 2015 be accepted as circulated.

15-06.08 **Business arising from the minutes**

There was no business arising from the minutes.

15-06.09 **Report from the Chairman**

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

- Brunch for former Commissioners - Saturday, May 16th, 2015
- Lieutenant Governor Medal Ceremony - May 16th, 2015
- Selection Committee - Director of Finance - May 20th & June 4th, 2015
- QESBA/AAESQ Spring Conference - May 21st to 23rd, 2015
- Invitation to FCSQ Gala and Congress - May 28 and 29, 2015
- Lieutenant Governor Medal Ceremony - May 31st, 2015
- Human Resources Committee Meeting - June 1st, 2015
- High School Graduation - DDO and QHS - June 4th and 5th, 2015
- CQSB Special Meeting of Council - June 10th, 2015
- Agenda Meeting - June 11th, 2015
- The Irish Rock Show - June 13th, 2015
- Director General's Evaluation Committee - June 17th, 2015
- QESBA Election System Study Panel

15-06.10 **Director General's Report**

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

- a) Negotiations
- b) Update on the Budget
- c) Marking Centres
- d) On-Line Courses - Summer 2015
- e) Induction Program for Teachers

15-06.10**Director General's Report (continued)**

- f) Movement of Senior Staff in Schools
 - i. Nomination: Principal at Everest Elementary School: Mr. Gary Kenler.
 - ii. Nomination: Director of Financial Services, Buildings and Equipment: Mr. Yves Lorange
- g) 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

S. Pigeon made an update on the SACCADE pilot project at St. Vincent School, the feedback is very positive from students, staff and parents. A grant was received from the Jeffrey Hale Foundation; forty people will be trained to better serve autistic students throughout the CQSB schools.

15-06.11**New Business**

- a) By-Law Regarding the Day, Time and Place of Regular Meetings (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 K. Jack, SECONDED by S. Downs and UNANIMOUSLY RESOLVED; THAT pursuant to article 162 of the Education Act, for the 2015-2016 school year regular meetings of the Central Québec School Board Council of Commissioners be held at 7:00 p.m. at the Board Office on the dates indicated below:

- Wednesday, August, 19 2015
- Friday, September 25, 2015
- Wednesday October 14, 2015
- Wednesday, November 18, 2015
- Wednesday, December 16, 2015
- Wednesday, January 20, 2016
- Wednesday, February 17, 2016
- Wednesday, March 16, 2016
- Wednesday, April 13, 2016
- Wednesday, May 18, 2016
- Wednesday, June 15, 2016

New Business (continued)b) Delegation of Authority for the Summer Months (adoption)

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 J. Rosenhek, SECONDED by D. Ford-Caron and UNANIMOUSLY RESOLVED; THAT the Chairman or the Vice-Chairman in collaboration with the Director General or the Assistant Director General, be authorized to make all necessary decisions during the summer months (June 20, 2015 - August 19, 2015);

THAT the Chairman or the Vice-Chairman in collaboration with the Director General or the Assistant Director General 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 Council of Commissioners at the August 19, 2015 regular meeting.

c) Hiring of a General Contractor: Eastern Québec Learning Centre - washrooms

WHEREAS the Central Québec School Board had reserved part of the *maintien des bâtiments* budget for the renovation of the Eastern Québec Learning Centre washrooms;

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 14, 2015 and the envelopes were opened on June 4, 2015;

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 J. Rosenhek, SECONDED by A. Visser and UNANIMOUSLY RESOLVED; THAT the Central Québec School Board Council of Commissioners accept the lowest tender that met the specifications for the renovation of the Eastern Québec Learning Centre washrooms (3005, William-Stuart, Québec QC, G1W 1V4) as submitted by Les Entreprises Québechab Ltée, (564, de l'Argon, Québec, QC, G2N 2E1) in the amount of \$146,000.00 (*taxes not included*); and

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

New Business (continued)d) Hiring of a General Contractor: Valcartier Elementary School - washrooms

WHEREAS the Central Québec School Board had reserved part of the *maintien des bâtiments* budget for the renovation of the Valcartier Elementary School washrooms;

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 8, 2015 and the envelopes were opened on May 29, 2015;

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 K. Jack, SECONDED by A. Visser and UNANIMOUSLY RESOLVED; THAT the Central Québec School Board Council of Commissioners accept the lowest tender that met the specifications for renovation of the Valcartier Elementary School washrooms (1748, boulevard Valcartier, St-Gabriel-de-Valcartier, G0A 4S0) as submitted by Construction Durand, Inc. (1220, Boulevard Lebourgneuf, Québec, QC, G2K 2G4) in the amount of \$123,739.00 (*taxes not included*); and

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

e) Fiche de déclaration du dirigeant d'un organisme - 2014-2015

WHEREAS the information contained in the authorization forms submitted by the Central Québec School Board 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 Central Québec School Board;

WHEREAS the Central Québec School Board declaration certifies the reliability of data, information and explanations contained therein;

WHEREAS the Central Québec School Board 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 Central Québec School Board 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;

New Business (continued)e) Fiche de déclaration du dirigeant d'un organisme - 2014-2015 (continued)

WHEREAS the Central Québec School Board 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 1st, 2014 to March 31st, 2015 are reliable;

It was MOVED by S. Downs, SECONDED by K. Jack and UNANIMOUSLY RESOLVED; THAT the Central Québec School Board Council of Commissioners approve the *déclaration du dirigeant d'organisme*; and

THAT the Chairman be authorized to sign the declaration on behalf of the School Board.

f) Fiche d'autorisation: Modification of a Contract - Ste-Foy Elementary School

WHEREAS the Central Québec School Board Council of Commissioners adopted the hiring of a contractor to refurbish the boiler room at Ste-Foy Elementary School on August 20, 2014 in the pre-tax amount of \$103,675;

WHEREAS the cost of the renovation represented more than 10% of the original tender in the pre-tax amount of \$126,079.11;

WHEREAS each modification of the renovation was approved according to the Central Québec School Board 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;

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 J. Robert, SECONDED by D. Ford-Caron and UNANIMOUSLY RESOLVED; THAT the Central Québec School Board 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 on behalf of the School Board.

New Business (continued)g) Fiche d'autorisation: Modification of a Contract - St. Vincent School

WHEREAS the Central Québec School Board Council of Commissioners adopted the hiring of a contractor to restore the masonry and to rejoin and redo the sealants at St. Vincent School on August 20, 2014 in the pre-tax amount of \$142,000;

WHEREAS the cost of the renovation represented more than 10% of the original tender in the pre-tax amount of \$173,222.25;

WHEREAS each modification of the renovation was approved according to the Central Québec School Board 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;

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 J. Rosenhek, SECONDED by S. Downs and UNANIMOUSLY RESOLVED; THAT the Central Québec School Board 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 on behalf of the School Board.

h) Fiche d'autorisation: Modification of a Contract - Eastern Québec Learning Centre

WHEREAS the Central Québec School Board Council of Commissioners adopted the hiring of a contractor to undertake the complete reconstruction of two washrooms, including appliances, finishing and plumbing components at Eastern Québec Learning Centre School on June 13, 2014 in the pre-tax amount of \$101,775.00;

WHEREAS the cost of the renovation represented more than 10% of the original tender in the pre-tax amount of \$114,151.21;

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

New Business (continued)

- h) Fiche d'autorisation: Modification of a Contract - Eastern Québec Learning Centre (continued)

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

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 D. Ford-Caron, SECONDED by K. Jack and UNANIMOUSLY RESOLVED; THAT the Central Québec School Board 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 on behalf of the School Board.

- i) By-Law Concerning the Delegation of Certain Functions and Certain Powers of the Council of Commissioners to the Director General (adoption)

WHEREAS *An Act respecting workforce management and control within government departments, public sector bodies and networks and state-owned enterprises (referred to as the LGCE)*, dated December 5, 2014, came into force on January 1, 2015;

WHEREAS the changes engendered by the adoption of this law would affect the delegation of functions and powers regarding service contracts at the Central Québec School Board;

WHEREAS article 16 of the new law requires that all service contracts be authorized by the chief executive officer;

WHEREAS the Council of Commissioners is the highest administrative authority of a school board;

WHEREAS the Council of Commissioners may delegate its power in whole or in part to the Director General;

New Business (continued)h) By-Law Concerning the Delegation of Certain Functions and Certain Powers of the Council of Commissioners to the Director General (continued)

It was MOVED by J. Rosenhek, SECONDED by S. Downs and UNANIMOUSLY RESOLVED; THAT in order to ensure the effective and efficient functioning of the School Boards regarding its day-to-day operations within the delegation of spending power over service contracts, that the Council of Commissioner adopt a By-law concerning the delegation of certain functions and certain powers of the council of commissioners to the director general in connection with *An act respecting workforce management and control within government departments, public sector bodies and networks and state-owned enterprises*, which would stipulate:

- That the Council of Commissioners delegates the authority to approve service contracts over \$10,000 in the case of a natural person and over \$25,000 in all other cases;
- That the Council of Commissioners delegates to the Director General the duties and powers to authorize the conclusion of any service contracts under \$10,000 in the case of a natural person and under \$25,000 in all other cases;
- That the Council of Commissioners authorizes the Director General to delegate to the directors of service, the duties and powers to authorize the conclusion of any service contracts under \$5,000 in the case of a natural person and under \$9,999 in all other cases;
- THAT the Council of Commissioners authorizes the Director General to delegate to the school principals, the duties and powers to authorize the conclusion of any service contracts under \$2,500 in the case of a natural person and under \$2,500 in all other cases.

j) Derogation on Timeline Concerning Selection of Architects and Engineers for Major Renovation Projects: Regions of Mauricie, Québec City and Saguenay

WHEREAS the Central Québec School Board Council of Commissioners accepted, at the February 2012 meeting of the Council of Commissioners, the recommendation of a Selection Committee regarding a list of firms of professionals for building repair and renovation projects in the Mauricie, Saguenay and Quebec City regions for the period of January 1, 2012 to December 31, 2014, it being understood that work would be assigned on a rotating basis;

WHEREAS the timeline should have indicated *school* years; and not *calendar* years, and should therefore have ended on June 30, 2015;

WHEREAS the result is that some contracts for construction professionals were awarded since January 1, 2015 using the same rotation basis as provided in the February 2012, resolution;

New Business (continued)j) Derogation on Timeline Concerning Selection of Architects and Engineers for Major Renovation Projects: Regions of Mauricie, Québec City and Saguenay (continued)

WHEREAS as of January 1, 2015, the resolution and the proposals received under the tender offers were no longer in effect, meaning that some of these contracts were awarded by mutual agreement contrary to the provisions of the Central Québec School Board Policy on Supply, Service and Construction Contracts;

WHEREAS service contracts above \$25,000 must be approved by the Council of Commissioners, as chief executive officer (*dirigeant d'organisme*) under the Act respecting workforce management and control within government departments, public sector bodies and networks and state owned enterprises;

WHEREAS correcting the situation would require a resolution of the Council of Commissioners authorizing derogation from the Policy on Supply, Service and Construction Contracts;

It was MOVED by D. Ford-Caron, SECONDED by J.-A. Toulouse and UNANIMOUSLY RESOLVED; THAT the Central Québec School Board Council of Commissioners approve a derogation in the timeline of the rotating contracts for building repair and renovation projects in the Mauricie, Saguenay and Quebec City regions, approved at the February 2012 regular meeting; and

THAT the timeline be changed from January 1, 2012 to December 31, 2014 to January 1, 2012 to June 30, 2015.

k) Derogation on the Policy on Supply, Service and Construction Contracts

WHEREAS the Central Québec School Board mandated the CCSR (*Centre collegial de services regroupés*) for the completion of a group tender for its 27 departmental equipment (photocopiers) distributed in all its buildings;

WHEREAS the Xerox company won this tender;

WHEREAS the administrative center mail room unit requires a volume which is too high for the range of devices included in the contract;

WHEREAS a Xerox model corresponding to the needs of the School Board based on the current volume of copies would cost \$27,920.40 for rental of five (5) years before taxes;

WHEREAS a call for tenders must be made under the CQSB Policy on Supply, Service and Construction Contracts for a contract involving a financial commitment between \$25,000 and \$99,999;

15-06.11

New Business (continued)

k) Derogation on the Policy on Supply, Service and Construction Contracts (continued)

WHEREAS a tender for the purchase of a device, potentially from another manufacturer, would generate additional costs for writing the tender, contract management as well as training of administrative and technical staff; not to mention that the equipment would not be homogenous;

It was MOVED by P. Poulin, SECONDED by S. Downs and UNANIMOUSLY RESOLVED; THAT the Central Québec School Board Council of Commissioners approve the decision to proceed with a contract by mutual agreement for the acquisition of a Xerox unit for the administrative center mail room that meets the needs of the School Board; and

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

l) Revision of 2015-2016 School Calendar (Dollard-des-Ormeaux School)

WHEREAS the Dollard-des-Ormeaux School Governing Board adopted the school calendar for Dollard-des-Ormeaux School for the 2015-2016 school year;

WHEREAS Dollard-des-Ormeaux School students are transported by school bus through *Commission scolaire de la Capitale*;

WHEREAS the school calendar for *Commission scolaire de la Capitale* is different from the school calendar for the Central Québec School Board;

WHEREAS the school staff and the governing board have been consulted and agree with the proposed change;

WHEREAS the union representative has been consulted and also agrees with the proposed change;

It was MOVED by A. Visser, SECONDED by S. Downs and UNANIMOUSLY RESOLVED; THAT the Council of Commissioners adopt the revised 2015-2016 school calendar for Dollard-des-Ormeaux School which uses the *Commission scolaire de la Capitale* calendar with two exceptions:

- October 9th, 2015
- November 26th and 27th, 2015.

15-06.12

Committee Reports

a) Executive Committee

No meeting was held.

Committee Reports (continued)

b) Parents' Committee

A meeting was held on June 6, 2015. No report was made.

c) Special Needs Advisory Committee

A meeting was held on June 8, 2015. P. Poulin made a report on the meeting. The committee made a recommendation to the Council of Commissioners to increase the number of parents that are member of the Special Needs Advisory Committee. S. Burke will send this question to the Ethics and Governance Committee for study.

d) Transport Advisory Committee

No meeting was held.

e) Audit Committee

No meeting was held.

f) Evaluation of the Director General

A meeting was held on June 17, 2015. No report was made.

g) Ethics and Governance Committee

No meeting was held.

h) Human Resources Committee

A meeting was held on June 1, 2015. J.-A. Toulouse made a report on the meeting and presented the motion below.

i. Recommendation: Local Management Policy for Senior Staff of Schools (adoption)

WHEREAS the Regulation Governing Working Conditions for Management Staff of School Boards provides for certain working conditions to be set out under a Local Management Policy;

WHEREAS the sub-committee of the Labour Relations Committee for Senior Staff of Schools as well as the CQAA members agreed to recommend the draft Local Management Policy for Senior Staff of Schools and Centre;

WHEREAS all school and centre principals were consulted on the content;

15-06.12 **Committee Reports (continued)**

h) Human Resources Committee (continued)

i. Recommendation: Local Management Policy for Senior Staff of Schools (adoption) (continued)

WHEREAS the draft Local Management Policy for Senior Staff of Schools and Centre was presented to the Human Resources Committee at their June 1st meeting;

It was MOVED by J.-A. Toulouse, SECONDED by A. Visser and UNANIMOUSLY RESOLVED; THAT the Local Management Policy for Senior Staff of Schools and Centre be adopted as in **Appendix 1** to the minutes.

i) Riverside Schools Ad Hoc Committee

No meeting was held.

15-06.13 **Quebec English School Boards Association**

a) Report from the Board of Directors

No report was made.

b) Reports from the Committees

No report was made.

15-06.14 a) **Next meeting**

The next regular meeting of the Council of Commissioners will be held on Wednesday, August 19, 2015.

b) **Confirmation of Location of Meetings: August and September**

Exceptionally, the regular meeting in August 2015 will be held at the Eastern Québec Learning Centre.

15-06.15 **Question period**

a) Public

No public was present.

15-06.15 **Question period (continued)**

b) **Commissioners**

Q. D. Ford-Caron requested to have the results of the asbestos testing in the CQSB buildings.

A. L. Després will gather the information and send to the Council of Commissioners.

15-06.16 **In-camera session**

No in-camera session was held.

15-06.17 **Adjournment**

The meeting was ADJOURNED at 8:31 p.m. on a MOTION by A. Visser, SECONDED by D. Ford-Caron.

Patti L. Moore
Secretary General

Stephen Burke
Chairman

Approved on August 19, 2015.



COMMISSION SCOLAIRE CENTRAL QUÉBEC
CENTRAL QUÉBEC SCHOOL BOARD

**LOCAL MANAGEMENT POLICY
SENIOR STAFF OF SCHOOLS AND CENTRE**
(Adopted June 19, 2015)

POLICY

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. FOREWORD

The Terms and Conditions contained herein are in compliance with the Consolidated Document on certain conditions of employment for Senior Staff of School Boards and of the *Comité de gestion de la taxe scolaire de l'Île de Montréal* (herein referred to as "regulations", published in the *Gazette Officielle du Québec* (M.O. dated May 10, 2012).

In addition to the Terms and Conditions of Employment contained in the regulations and herein, there are specific policies, procedures and guidelines that impact working conditions. Access to these policies, procedures and guidelines is available through the Central Québec School Board's Website and Intranet. It is the responsibility of each Principal and Vice-Principal to be aware and informed of the School Board's policies, procedures and guidelines.

The Local Management Policy is negotiated and/or revised with duly appointed members of the Central Québec Administrators' Association and by School Board's representatives appointed by the Council of Commissioners on the Labor Relations Committee.

The Local Management Policy is adopted, by resolution of the Council of Commissioners (article 179 of the regulations).

2. DEFINITIONS (in alphabetical order) and ACRONYMS (where applicable)

<u>Associations (schools & centre):</u>	Association québécoise des cadres scolaires (AQCS) Association of Administrators of English Schools of Québec (AAESQ) Central Québec Administrators' Association (CQAA)
<u>Labour Relations Committee (LRC):</u>	Parity Committee composed of 4 representatives appointed by the School Board (Council of Commissioners) and 4 members appointed by the local association
<u>Local Management Policy (LMP):</u>	Policy created according to the rules in the regulations - articles 179-182
<u>Management Advisory Committee (MAC):</u>	Committee created for the consultation and participation of Principals and Vice-Principals (section 183 - Education Act)
<u>Ministère de l'Éducation, de l'Enseignement supérieur et de la Recherche:</u>	MEESR
<u>Regulations:</u>	Consolidated document concerning the working conditions of employment of Senior Staff of School Boards and of the <i>Comité de gestion de la taxe scolaire de l'Île de Montréal</i>



<u>Central Québec School Board:</u>	CQSB but reference in the text will be the “the School Board”
<u>Senior Staff Member in a School:</u>	Principal and Vice-Principal
<u>Senior Staff Member in a Centre:</u>	Director of Adult Education Centre and Vocational Training Centre

3. PURPOSE

- a) Ensure open lines of communication for due consultation processes, promoting continuous dialogue and maintaining sound professional relationships to ensure organizational effectiveness in order to support students success;
- b) Maintain working conditions of employment that are consistent, equitable, aligned and complementary to the regulations;
- c) Ensure prompt action and procedural fairness when disagreements occur in the application and interpretation of working conditions set in the regulations and the Local Management Policy (LMP), or any other related conflictual labor relation matters that may arise.

4. APPLICATION - Chapter 1, articles 2, 3, 4, 5

The School Board will provide access to the free educational services offered in the schools Senior Staff Member in a School and Senior Staff Member in a Centre currently employed by the School Board and whose contractual status of employment is in that category.

5. RECOGNITION

The School Board recognizes the following associations as the sole designated representatives for Senior Staff Member in a School and Centre:

- *Association québécoise des cadres scolaires (AQCS)* when a Senior Staff Member in a School or Centre is a member of AQCS
- Administrators’ Association of English School Board of Quebec (AAESQ)
- Central Québec Administrators’ Association (CQAA)

6. ASSOCIATION MEMBERSHIP

It is the responsibility of each Senior Staff of School and Centre to decide whether or not to become a member of a given association. To become a member, the Senior Staff of School and Center completes an Application for Membership, transmits to the Association(s) and to Human Resources (Payroll) Services for due recording and processing.



7. PROFESSIONAL DUES (AQCS or AAESQ or CQAA)

The associations (listed under article 5) shall advise the School Board (Human Resources) in writing of any modifications to its annual dues for the following school year.

Professional dues for AQCS, AAESQ or CQAA (when applicable) shall be paid annually, through payroll deductions.

8. INFORMATION TO BE PROVIDED TO ASSOCIATION(S)

The School Board shall inform (via an electronic means) association(s) of any new adopted policies as well as any directives, rules and procedures relating to conditions of employment of Senior Staff Member of School and Center.

Upon a written request submitted to Human Resources by a representative of one of the Associations, the following information will be provided within 30 working days:

- Names of Senior Staff of School and Centre, Class of Employment, Workplace E-mail Address, Work Telephone Number;
- Name of members on leave of absence, sabbatical leave, loan of service, etc.

N.B. Any type of information considered as confidential shall be preauthorized in writing by the member concerned prior to being transmitted to the association(s) by Human Resources.

9. CONSULTATION AND PARTICIPATION - article 180

The School Board recognizes each individual's expertise, talents and competencies as well as the importance of consultation to ensure on-going involvement and, as much as possible, collaborative decision-making.

Consultation will be carried out mainly through the Labor Relations Committee (LRC), the Management Advisory Committee (MAC), and/or with specific individual(s) or by the creation of an ad hoc committee, as the case may require and upon the agreement of both parties.



TOPICS FOR CONSULTATION - *The following list is non-exhaustive and each party reserves the right to request additions or deletions to this list. Topics for consultation may be prioritized on a yearly basis by mutual agreement.*

1. Development and/or review of local by-laws, policies, regulations, guidelines, orientations and strategic plan, etc.;
2. Budget Management Process and Staffing Parameters;
3. Modification to the CQSB organizational chart;
4. Induction Programs and/or Initiatives;
5. Calendar of working days and legal holidays with pay;
6. Hours of work and alternative work schedules;
7. Overtime and Compensatory Leave;
8. Vacation (vacation period, vacation carry-over, etc.);
9. Probation period, probation tools and professional growth opportunities;
10. Evaluation period, evaluation tools and professional growth opportunities;
11. Sick leave;
12. Special leaves;
13. Years of recognized service;
14. Disciplinary or administrative measures;
15. Right to recourse resulting from an administrative or a disciplinary measure;
16. Civil and criminal responsibility;
17. Other topics as mutually agreed upon in writing.

10. EMPLOYMENT CONDITIONS

- a) Recruitment, Selection and Hiring
In compliance with the School Board Policy on Recruitment, Selection and Hiring
- b) Job Classification
As per the rules in the regulations (Schedule 11 - Classification of Reference Position)
- c) Job Description
In line with the related generic job description found in the regulations, under *Schedule 1*, a written statement of key responsibilities will be provided upon hiring. The job description can be reviewed by the immediate supervisor or upon request of the incumbent.
- d) Contractual Status
The contractual status will be determined by the School Board and can be for an indefinite term, a definite term or for a temporary or administrative assignment.
- e) Contract of Engagement
A written contract of engagement will be issued within 15 working days subsequent to the official acceptance to a written offer of employment by CQSB.
- f) Documentation to be provided upon hiring
An up-to-date resume, proof of schooling and experience, professional order (where required), and personal information required to be added to the payroll list.



g) Working Schedule

Normally, the working schedule is based on 7 hours per day and 35 hours per week from Monday to Friday. Depending on specific circumstances or requirements linked to the job responsibilities, the Senior Staff of School and Centre may be required to work in the evenings, Saturday and/or Sunday.

h) Flexible Hours

Working hours are flexible but must remain within the parameters set in the guidelines for flexible hours and be agreed upon with the immediate supervisor.

i) Overtime and Compensatory Time-Off

To compensate for the following professional activities held usually after regular working hours, namely:

- Governing Board Meetings
- PPO Meetings
- School Foundation Meetings,
- Teachers-Parents Meetings
- School Board Committees' meetings held after regular work hours
- Additional hours of work done above and beyond the regular schedule

10 working days will be granted per school year to each School and Centre Principal.

For Vice-Principals whose workload is less than 100%, the number of days granted for compensatory time-off will be pro-rated, depending on each one's involvement on different committees and/or other work priorities assigned by the Principal which happen above and beyond the regular tasks of the part-time Vice-Principal.

The Principal and the Vice-Principal will reach an agreement on the number of compensatory time-off and will inform the Director General and Human Resources accordingly for due recording and processing of requests for time-off.

The following guidelines and procedures will apply:

1. Compensation days are accumulated from July 1st to June 30th of each school year.
2. Compensation days will not be cumulative from one school year to the next school year and will not be paid out by the School Board at any time.
3. Compensatory time-off can be taken from July 1st of each school year to August 31st of the following school year (14 months' period).
4. Request for compensatory time-off must be made in writing to the immediate supervisor at least 15 working days in advance for a leave of 5 days or more and 72 hours minimum for a leave of 2 to 5 days.
5. Request for a one day or ½ day compensatory time-off can be requested within a 24 hour timeframe or less.
6. The immediate supervisor must confirm his acceptance or refusal in writing (e-mail is acceptable) within 72 hours or less, depending on the number of days requested.



7. **Exceptional situation** – Upon a written request justifying the “exceptional situation encountered”, additional days can be granted above and beyond the 10 compensation days or those pro-rated. The request will be transmitted to the Director General for a final decision. A written response will be provided accordingly.
8. All authorized compensatory time-off will be transmitted to Human Resources for due recording and follow-up.

The Director General has the responsibility to ensure fairness and equity in the application of compensatory time-off. In this regard, the Director General maintains the right to make inquiries and act accordingly.

j) Annual Vacation

Complementary to articles 183 to 190 of the regulations, the following terms and conditions will apply:

1. Annual vacation time is a benefit and, as such, Senior Staff of School and Centre are encouraged to utilize their full entitlement each year.
2. Annual vacation entitlement for a full year of service with a regular full-time employment status (100% workload) is 25 days.
3. Vacation entitlement will be prorated according to the percentage of work and the work period.
4. Pay in lieu of vacation will not be granted.
5. Upon request to his or her immediate supervisor, a maximum of 10 vacation days may be carried over into the next school year provided the total number of vacation days in a given year does not exceed 35 days.
6. Senior Staff of School and Centre will continue to earn vacation credits during an authorized paid leave, but not during an unpaid leave authorized by the School Board.
7. Upon termination of employment any unused vacation days will be paid accordingly.
8. Accumulated vacation days could be used prior to the official retirement date, providing the following conditions are met:
 - a) It shall not cause a financial burden on the school board;
 - b) It shall not have a negative impact on the organization of services in the school or center;
 - c) It shall be recommended by the immediate supervisor as being feasible;
 - d) It shall be approved in writing by the Director of Human Resources and the Director General.
9. Vacation requests must be made in writing and submitted to the immediate supervisor for due authorization by May 15th of each school year for annual vacation days normally taken during the months of July and August. Other requests must be submitted at least within 10 working days prior to the first day of a planned vacation.
10. The immediate supervisor reserves the right to refuse a request for vacation when the presence of the Senior Staff of School and Centre is required.
11. Authorized vacation days must be transmitted to Human Resources for due processing & recording.



k) Statutory and Paid Holidays

Administrators are entitled to thirteen (13) guaranteed statutory and paid holidays as follow: New Years' Day, January 2, Good Friday, Easter Monday, Journée nationale des patriotes, Fête nationale, Canada Day, Labour Day, Thanksgiving Day, Christmas Eve, Christmas Day, Boxing Day and New Years' Eve. The School Board will recognize any other statutory and paid holidays voted by legislation.

In addition to the 13 guaranteed statutory and paid holidays, an additional 2 days with pay is granted during the Holiday Season (*same as support staff and professionals*). These 2 days are indicated on the yearly approved calendar of working days for Senior Staff, Professionals and Support Staff.

If a paid legal holiday falls on a Saturday or Sunday, the day off shall be rescheduled, after agreement, to a date that is suitable to the School Board and the association(s).

An administrator required to work during a statutory holiday will receive equivalent time off as a replacement. The replacement date will be authorized by the immediate supervisor.

l) Leaves of absence without salary

1. Request for a full-time or part-time leave of absence without pay will be made in writing by May 1 of each school year for the following school year. The written request will be transmitted to the immediate supervisor and/or Human Resources. Human Resources will request the immediate supervisor's recommendation and will bring the matter for a decision by the Administrative Council (AC).
2. The School Board may grant a full-time or part-time leave of absence without pay to a tenured Administrator for reasons it deems valid.
3. The maximum duration is 12 consecutive months.
4. The Administrator will return to the position they held before their departure, unless it has been abolished by the School Board. If such is the case, the clauses related to Stability of Employment will apply (Chapter V1 of the regulations).
5. Should an exceptional situation arise, the Administrator may submit a written request for a leave of absence without salary to his or her immediate supervisor and/or to Human Resources at any other time and with proper written justification.
6. Confidentiality of the information provided in relation to a request for a leave of absence will be respected at all times by the School Board.

m) Special Leaves (without loss of salary)

All requests for a special leave must be made in writing and authorized by the immediate supervisor as per the following:

1. His or her marriage or civil union: A maximum of 7 days, including the day of the wedding or civil union.
2. Marriage or civil union of the immediate family (mother, father, brothers, and sisters) the day of the event.



3. The death of his or her father, mother, brother, sister: a maximum of 5 days (working days or not).
4. The death of his or her father and mother in-law, brother and sister in-law, son and daughter in-law, grand-parents, grand-children, spouse's child who lives with him or her: a maximum of 3 days (working days or not).
5. Change of domicile – the moving day and no more than one moving day per year.
6. Act of God (as per the legal definition) – A maximum of three (3) working days per year to cover any other event considered as an act of God (disaster, fire, flood) which obliges the Administrator to be absent from work and upon agreement with the immediate supervisor. **It is agreed that 2 of these days are added to the days off (statutory and paid holidays) during the December-January holiday season.**
7. Medical visit – A written request to be absent for medical appointments must be made in writing, authorized by the immediate supervisor and transmitted to Human Resources for due recording. The Board reserves the right to request a proof of a medical visit.
8. Juror or Witness – The Administrator will benefit from a leave of absence without loss of salary but, if the employee receives monetary compensation for his or her services as juror or witness, he or she must give it to the Board.
9. Emergency Closure – As per the policy on “Closure of Establishment”.

N.B. The Board may also allow an Administrator to be absent without loss of salary for any other reason not prescribed herewith but which it deems valid.

n) Sick Days

1. Sick days must be reported promptly to the immediate supervisor who will inform Human Resources accordingly for due recording (email is acceptable) and follow-up as necessary.
2. There is no bank of sick days for sporadic sick days during the school year.
3. The Administrator will be put on salary insurance after 5 consecutive sick days.
4. The School Board reserves the right to ask for a medical certificate.

o) Annual Salary and Payment of Salary

1. The remuneration will be determined as per the classification of the Administrator and the corresponding salary scales in the regulations (Schedule 111).
2. Payment of Salary
 - Every Thursday of every other week, according to the yearly approved pay calendar.
 - The payment of salary will be made by direct deposit. An electronic pay statement will be available electronically prior to the pay deposit.

p) Probation Period and Process

- The probation period for any newly hired full-time tenured track Senior Staff of School and Center will be up to a maximum of 23 months (article 181 of the Regulations).



- For a temporary assignment and/or a definite term contract, the probation period will be adjusted accordingly or could be waived, in case of a tenured Administrator assuming an interim or definite term assignment.

q) Performance Assessment and Professional Growth Management System

As per the process determined in the Performance Assessment and Professional Growth Management System for Principals and Vice-Principals.

r) Professional Development

In alignment with our organizational vision of “Learning for All”, the School Board encourages lifelong learning and is committed to building the capabilities, talents and effectiveness of its Senior Staff of School and Center through targeted professional development activities that support the achievement of the School Board’s strategic directions and orientations, including each school and center objectives.

The School Board believes that professional development is a shared responsibility. Administrators are encouraged to take responsibility for their own work-related learning and career development. The immediate supervisor is responsible for identifying, enabling and approving professional development activities that are linked with the job responsibilities.

Professional development activities may include but are not limited to: opportunities for on-the-job training, e-learning (on-line), coaching, attending courses, seminars, conferences, meetings, workshops, participation in professional associations, school visits, etc.

Within its overall budget, the School Board establishes an annual budget for professional development activities and will consult the association on the equitable distribution of funds available. Other discretionary budgets, such as the Induction Budget, can be available for different types of professional development activities.

Requests for professional development must be submitted in writing (on the appropriate form with all requested information) to the Director of Human Resources who will record and submit relevant information enabling the immediate supervisor to assess the request based on the following elements:

- a) Ensuring the activity meets the needs of both the employee and the school board;
- b) Ensuring funds are available;

When approved, the immediate supervisor will transmit the form and related information to Human Resources for due processing and budget monitoring.

The Senior Staff of School and Center is responsible for making his or her own arrangements when approval is given to attend a professional development activity, unless it is an activity organized by the School Board or other arrangements have been made.



Reimbursement – The employee is responsible for filling out an expense claim, in line with the approved amount for the activity within 20 working days of the activity. Any amount above the authorized amount will be assumed by the Senior Staff of School and Center unless an exceptional and/or unexpected situation arose. In such cases, the matter will be discussed with the immediate supervisor who will bring it to the attention of the Administrative Council for a final decision and to ensure an equitable use of professional development funds.

11. TRAVEL EXPENSE

As per the School Board Policy on Travel and Living Expenses Reimbursement.

12. YEARS OF SERVICE

Length of service will be calculated in years, months & days. The list will be produced by HR on a yearly basis as of October 15th of each school year.

13. CONFLICT RESOLUTION AND APPEAL PROCEDURES FOR WHICH NO RECOURSE IS PROVIDED UNDER THE REGULATIONS (Articles 193-213)

The School Board believes in open communication and in fostering a safe environment for addressing differences of opinions and raising legitimate complaints and concerns related to the application of the Local Management Policy. In this regard, Senior Staff of School and Center are encouraged to address the issue at stake in a confidential and timely manner, within 15 working days of the event or the situation resulting in a different interpretation.

The School Board believes in a progression of interventions, starting from the involvement of the immediate supervisor to the involvement of Human Resources, Representative of Associations, the Labor Relations Committee, the Director General. The process will entail the following steps:

- a) An informal complaint involves discussing the issue with the immediate supervisor to collaboratively understand and resolve the matter.
- b) A formal complaint involves making a formal (written or oral) complaint to the Director of Human Resources or the Director General who will ensure an investigation of the complaint. At the choice of the Senior Staff of School and Centre who is filing a complaint, the local association representative(s) or the LRC may be involved in finding a mutually acceptable solution.
- c) Mediation may be used and the role of a mediator (internal and/or external) is to guide the conflicting parties in considering alternative solutions.
- d) At any time, the Administrator may by-pass steps a) and b) but should resort to step c) before the matter is brought to the attention of the Council of Commissioners.
- e) The matter may be brought to the attention of the Council of Commissioners for a final and binding decision.



14. DISCIPLINARY ACTION

- a) The School Board will follow the progressive disciplinary approach when imposing a disciplinary measure such as a verbal warning, a written warning, a written reprimand or a suspension of up to 5 working days.
- b) All written documents related to a disciplinary measure must be submitted to Human Resources for review (legal aspects), providing a Senior Staff of Services in Human Resources is not targeted by the disciplinary measure, nor directly involved in a possible conflict of interest.
- c) A suspension of more than 5 working days will be preceded by an internal investigation led by Human Resources or by an external resource. The matter will then be brought to the attention of the CQSB Human Resources Committee who will make a recommendation to the Council of Commissioners for a final decision.
- d) A dismissal will be preceded by an internal investigation led by Human Resources or by an external resource. The matter will be brought to the attention of the CQSB Human Resources Committee who will make a final recommendation to the Council of Commissioners for a final decision.
- e) All disciplinary measure will be dealt with in strict confidence between the parties involved.

15. RECOURSE AND RIGHT TO APPEAL

Prior to initiating a final review through the Right of Appeal Committee or the Local Appeal Committee, the Board and the Association(s) agree to meet informally to discuss the issue at stake.

The Board agrees to abide by the Recourse and Right of Appeal procedures outlined in the Regulations (articles 193-213) and such modifications agreed to by QESBA and AAESQ at the provincial level.

The Local Appeal Committee shall consist of a minimum of two people named by the School Board and two named by the CQAA. Delays to be met will be the same as those indicated in the Regulations.

16. TERMINATION OF EMPLOYMENT

Unless the School or Centre Principal or Vice-Principal submits his or her resignation in writing by May 1st, effective for the end of the current school year, the Board will assume that he or she will continue in its employ.

Similarly, unless the Board informs the School or Centre Principal or Vice-Principal in writing by May 1st of its intention not to reengage him or her, the incumbent is then assumed to continue in the employ of the Board.

By mutual agreement between the Board and the employee(s) concerned, the date of May 1st may be waived.



17. CIVIL OR CRIMINAL RESPONSIBILITY

The School Board shall assume the reasonable expenses incurred for the defense of an administrator who is prosecuted by a third party for an act done in the exercise of his or her duties carried out in good faith according to established and approved Board policies and procedures.

In the case of penal or criminal proceedings, the School Board may require an administrator who has been prosecuted to repay the defense expenses, except if the administrator had reasonable grounds to believe that the act was in conformity with the law, if the proceedings were withdrawn or dismissed or if the administrator was discharged or acquitted.

As well, the School Board may require repayment of the defense expenses if it is demonstrated that the administrator has committed a serious offense or demonstrated gross negligence.

