



**Approved minutes of the regular meeting of the Council of Commissioners of the Central Québec School Board held on Friday, September 16, 2016 at 7:00 p.m. at the Board Office, 2046, chemin St-Louis, Québec (Québec) G1T 1P4.**

Present:	Isabel Béland	Parent Commissioner
	Stephen Burke	Chairman
	Heather Clibbon	Commissioner
	Sara Downs	Commissioner (videoconference)
	Christian Falle	Parent Commissioner (videoconference)
	Debbie Ford-Caron	Commissioner
	Chantal Guay	Commissioner (videoconference)
	Wyna Marois	Commissioner
	Esther Paradis	Commissioner
	Stephen Pigeon	Director General
	Jo-Ann Toulouse	Commissioner (videoconference)
Absent:	Kevin Jack	Commissioner
	Stephen Nellis	Parent Commissioner
	Patsy Poulin	Parent Commissioner
	Jean Robert	Vice-Chairman
	Jo Rosenhek	Commissioner
	Aline Visser	Commissioner
In attendance:	Gina Farnell	Director of Complementary Services
	François Garon	Computer Technician
	Sandra Wright Griffin	Interim Secretary General
	Melanie Simard	Executive Secretary

**16-09.01 Call to Order**

The Chairman called the meeting to order at 7:05 p.m.

**16-09.02 Approval of the Agenda**

It was MOVED by E. Paradis, SECONDED by S. Downs and unanimously RESOLVED; THAT the agenda be approved as circulated.

**16-09.03 Public Question Period**

No public was present.

**16-09.04 Question Period for Students**

No students were present.

**16-09.05**      **Correspondence from Students**

No correspondence was received.

**16-09.06**      **Approval of the minutes of the regular meeting held on August 17<sup>th</sup>, 2016**

It was MOVED by W. Marois, SECONDED by J.-A. Toulouse and RESOLVED; THAT the minutes of the regular meeting of the Council of Commissioners held on Wednesday, August 17<sup>th</sup>, 2016 be accepted as circulated.

Commissioner H. Clibbon abstains from voting.

**16-09.07**      **Business arising from the minutes**

There was no business arising from the minutes.

**16-09.08**      **Report from the Chairman**

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

- Roundtable: Cross-Canada Official Languages Consultations – August 23<sup>rd</sup>, 2016
- QESBA Committees – September 6<sup>th</sup>, 2016
- Agenda Meeting – September 7<sup>th</sup>, 2016
- Commemoration Event for Mr. Jeffrey Hale – September 8<sup>th</sup>, 2016
- QESBA Board of Directors – September 9<sup>th</sup>, 2016
- VEQ Fall Fest

**16-09.09**      **Director General's Report**

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

- a) Up-date on Strategic Planning
- b) Sod Turning Ceremony for Dollard-des-Ormeaux School Extension
- c) Fall Fest September 17<sup>th</sup>, 2016
- d) Labour Relations Committees
  - i) Senior Staff of Service – Directors, Coordinators and Management Staff
  - ii) Senior Staff of Schools and Centre – Principals
  - iii) Teachers
  - iv) Professionals
  - v) Support Staff

It was noted that Mr. Jason Barwise was nominated on August 24<sup>th</sup>, 2016 to the position of principal at La Tuque High School.

**New Business**

- a) Adherence to Supply Contracts Provided via the Centre collégial des services regroupés (CCSR) and the Centre de services partagés du Québec (CSPQ)

WHEREAS the Central Québec School Board reaps the benefits resulting from group purchasing processes such as those offered by the *Centre de services partagés du Québec (CSPQ)* and the *Centre collégial des services regroupés (CCSR)*;

WHEREAS The Central Québec School Board must acquire Information Technology workstations, interactive whiteboards and other equipment and accessories in the coming years;

WHEREAS measure 50760 provides for the updating of Québec's School Boards' technological infrastructures for the 2016-2017 school year, and specifies that purchases be made via these two supply contracts;

WHEREAS the mandate pertaining to the provision of Information Technology workstations, interactive whiteboards, other equipment and accessories, is of a one-year duration with an option to renew for an additional year for a maximum of two years;

WHEREAS the Director General authorizes the contract attributed to one or several suppliers retained and for which the submitted cost does not exceed more than 10% of the lowest price (*Art 18 Regulation on supply contracts of public bodies [C-65.1, r.2]*), so as to maximize Central Québec School Board's investments in training and management tools on the acquired equipment to the previous mandate;

It was MOVED by D. Ford-Caron, SECONDED by C. Guay and unanimously RESOLVED; THAT the Central Québec School Board adhere to the Supply Contracts DAR-Interactive Whiteboards, other equipment and accessories from the CSPQ and of the CCSR; and

THAT the Director General be authorized to sign the mandate granted to the *Centre collégial des services regroupés (CCSR)* by the *Centre de services partagés du Québec (CSPQ)* and any other document emanating from this resolution.

- b) Annual Programming of Resources Pertaining to Informational Resources

WHEREAS the regular investments in informational resources are essential for the continuity of operations in terms of pedagogy as well as in administration;

WHEREAS the *Programmation annuelle en ressources informationnelles (PARI)* was established as a function of informational resource, notably in the area of maintenance and replacement of the School Boards' equipment;

New Business (continued)

b) Annual Programming of Resources Pertaining to Informational Resources (continued)

WHEREAS the amounts projected by the PARI are determined as a function of the budgetary estimates available and take into consideration the commitments made by the School Board;

It was MOVED by S. Downs, SECONDED by W. Marois and unanimously RESOLVED; THAT the 2016-2017 annual programming of activities in Information Technology be adopted as deposited by the Director General.

c) Professional Development / Growth Policy - Professional Staff (deposit)

The draft Professional Development / Growth Policy was deposited for consultation purposes.

d) Approval of a Job Description and Posting: Secretary General

S. Griffin left the room during the discussion on Items 10. d) and 10. e).

WHEREAS the Secretary General has indicated her intention to retire;

WHEREAS the draft job description and posting for the position of Secretary General was reviewed in September 2016 by the Chairman, the Director General and the Human Resources Department;

It was MOVED by D. Ford-Caron, SECONDED by S. Downs and unanimously RESOLVED; THAT the Council of Commissioners accept the job description and posting for the position of Secretary General as in **Appendices 1 and 2** to the minutes.

e) Creation of a Selection Committee: Position of Secretary General

WHEREAS the Secretary General has informed the School Board of her intention to retire;

WHEREAS the job description and posting for the position of Secretary General have been accepted;

WHEREAS the Recruitment, Selection and Hiring Policy provides for a Selection Committee of three to five people;

It was MOVED by W. Marois, SECONDED by H. Clibbon and unanimously RESOLVED; THAT the Selection Committee for the position of Secretary General be composed of the Chairman, the Director General and Commissioner Sara Downs with the Assistant Director General as observer.

**16-09.11**

**Committee Reports**

a) Executive Committee

No meeting was held. A meeting is scheduled on September 20<sup>th</sup>, 2016.

b) Parents' Committee

No meeting was held.

c) Special Needs Advisory Committee

No meeting was held.

d) Transport Advisory Committee

No meeting was held.

e) Audit Committee

No meeting was held.

f) Evaluation of the Director General

No meeting was held.

g) Ethics and Governance Committee

No meeting was held.

h) Human Resources Committee

No meeting was held. A meeting is scheduled on October 4<sup>th</sup>, 2016.

i) Riverside Schools Ad Hoc Committee

No meeting was held.

**16-09.12**

**Quebec English School Boards Association**

a) Report from the Board of Directors

No report was made.

**16-09.12**      **Quebec English School Boards Association (continued)**

b) Reports from Committees

D. Ford-Caron provided a report on the following items:

- Draft Audited Financial Statements
- QESBA Fiscal Year End 2015-2016
- Presentation Minority Language Rights
- History Program
- Taxation
- Spring Conference 2017
- Fibre-optic / Internet availability
- Bill 56
- Professional Development
- Horatio Alger Canadian Scholarship

**16-09.13**      **Next meeting**

The next regular meeting of the Council of Commissioners will be held on Wednesday, October 12<sup>th</sup>, 2016 at 7:00 p.m.

**16-09.14**      **Question period**

a) Public

No public was present.

b) Commissioners

I. Béland raised concerns concerning transportation at Dollard-des-Ormeaux school, in reference with the revised CQSB Transportation Policy.

**16-09.15**      **In-camera session**

No in-camera session was held.

**16-09.16**      **Adjournment**

The meeting was ADJOURNED at 8:18 p.m. on a MOTION by H. Clibbon, SECONDED by J.-A. Toulouse.

---

Sandra Wright Griffin  
Interim Secretary General

---

Stephen Burke  
Chairman

**PROPOSAL FOR ADVERTISING THE POSITION OF SECRETARY GENERAL**

---

**CENTRAL QUÉBEC SCHOOL BOARD  
COMMISSION SCOLAIRE CENTRAL QUÉBEC**

**SECRETARY GENERAL  
Regular full-time position  
Induction period**

The Central Québec School Board (CQSB) offers English-language education in the Capitale Nationale, Mauricie, Saguenay-Lac-St-Jean, Thetford Mines, Chibougamou and Schefferville areas. The CQSB proudly serves an elementary, secondary, adult and vocational education population of approximately 5,000 students with a total annual budget of 60 million dollars. The CQSB is recognized provincially as an innovative leader and offers a work environment that is both motivating and enriching.

**SUMMARY OF DUTIES AND RESPONSIBILITIES**

Reporting to the Director General, the Secretary General will:

- coordinate and facilitate the activities of the Council of Commissioners and their various committees, to ensure the efficient operation of the CQSB.
- perform any other duties as the need arises and/or as defined in the bylaws that apply to the CQSB, policies, directives of the School Board.
- plan, organize, direct, control and provide leadership in the following services: records management as well as any other related administrative duties.
- Select staff, determine and manage their duties, coach, supervise and evaluate the performance of the staff under the responsibility of the Secretary General. Determine professional development needs.
- participate in the development and implementation of the School Board's Strategic Plan, Partnership Agreement and related strategies, objectives, action plan and priorities.

**N.B. The full job description is available on our web site:**

**N.B. A transition period is forecasted.**

## QUALIFICATIONS:

- A bachelor's degree or an undergraduate degree in a relevant field of study, certifying a minimum three-year university program or hold a senior executive or a senior staff position. Studies in a field related to law and/or governance matter will be considered an asset
- Eight years of pertinent experience
- Leadership skills and sound work ethics
- Commitment to the vision and mission of the School Board as well as staff support and development
- Excellent communication skills in oral and written English & French, including effective and persuasive writing
- Ability to represent and articulate the interests of the School Board and demonstrate a professional demeanor at all times
- Team player with strong interpersonal skills
- Excellent organizational, analytical skills
- Highly developed problem-solving skills
- Ability to prioritize tasks, each with a high level of precision and accuracy
- Demonstrate expertise in strategic planning, project management, budgeting, resource management as well as staff monitoring and evaluation
- Flexibility to travel

All interested candidates are asked to forward their application in English and in French with a covering letter by September 30, 2016 at 4:30 p.m. to the following e-mail address:

E-Mail: [pierrette.laliberte@cqsb.qc.ca](mailto:pierrette.laliberte@cqsb.qc.ca)

on behalf of S. Burke  
Chairman of the Council of Commissioners

We thank all applications and only those selected for an interview will be contacted.



<b>Posting #4221</b>
----------------------

**SECRETARY GENERAL**  
**Regular full-time position**  
**Induction period**

---

<b>Place of work:</b>	School Board, Québec (QC)
<b>Immediate Superior:</b>	Director General
<b>Employment conditions:</b>	As per the MEES regulation respecting the conditions of employment of Senior Staff of School Boards

---

The Central Québec School Board (CQSB) offers English-language education in the Capitale Nationale, Mauricie, Saguenay-Lac-St-Jean, Thetford Mines, Chibougamou and Schefferville areas. The CQSB proudly serves an elementary, secondary, adult and vocational education population of approximately 5,000 students with a total annual budget of 60 million dollars. The CQSB is recognized provincially as an innovative leader and offers a work environment that is both motivating and enriching.

**SUMMARY OF DUTIES AND RESPONSIBILITIES**

Reporting to the Director General, the Secretary General will:

- coordinate and facilitate the activities of the Council of Commissioners and their various committees, to ensure the efficient operation of the CQSB.
- perform any other duties as the need arises and/or as defined in the bylaws that apply to the CQSB, policies, directives of the School Board.
- plan, organize, direct, control and provide leadership in the following services: records management as well as any other related administrative duties.
- select staff, determine and manage their duties, coach, supervise and evaluate the performance of the staff under the responsibility of the Secretary General. Determine professional development needs.
- participate in the development and implementation of the School Board's Strategic Plan, Partnership Agreement and related strategies, objectives, action plan and priorities.

*N.B. The full job description is available on our web site:*

**QUALIFICATIONS:**

- A bachelor's degree or an undergraduate degree in a relevant field of study, certifying a minimum three-year university program or hold a senior executive or a senior staff position. Studies in a field related to law and/or governance matter will be considered an asset.
- Eight years of pertinent experience.
- Leadership skills and sound work ethics.
- Commitment to the vision and mission of the School Board as well as staff support and development.
- Excellent communication skills in oral and written English & French, including effective and persuasive writing.
- Ability to represent and articulate the interests of the School Board and demonstrate a professional demeanor at all times.
- Team player with strong interpersonal skills.
- Excellent organizational, analytical skills.
- Highly developed problem-solving skills.
- Ability to prioritize tasks, each with a high level of precision and accuracy.
- Demonstrate expertise in strategic planning, project management, budgeting, resource management as well as staff monitoring and evaluation.
- Flexibility to travel.

---

All interested candidates are asked to forward their application in English and in French with a covering letter by **September 30, 2016 at 4:30 p.m.** to the following e-mail address:

[Pierrette.laliberte@cqsb.qc.ca](mailto:Pierrette.laliberte@cqsb.qc.ca)

*Mention posting # 4221 on your application*

*Pierrette Laliberté, Human Resources Director*  
**on behalf of Mr. Stephen Burke**  
**Chairman of the Council of Commissioners**

---

*We thank all applicants for their interest in our organization. Only those selected for interviews will be contacted. All applications are treated in a confidential manner.*

*The central québec school board is an equal opportunity employer and encourages application from women, members of visible and ethnic minorities, aboriginal people and persons with disabilities.*