COMMISSION SCOLAIRE CENTRAL QUÉBEC
CENTRAL QUÉBEC SCHOOL BOARD

Procès-verbal approuvé de la séance extraordinaire du Conseil des commissaires de la Commission scolaire Central Québec, tenue le lundi 27 avril 2015 à 17h00, au Centre administratif, 2046, chemin St-Louis, Québec (Québec) G1T 1P4.

Présent:	Heather Clibbon	Commissaire (téléphone)
	Debbie Ford-Caron	Commissaire (téléphone)
	Sara Downs	Commissaire (téléphone)
	Wyna Marois	Commissaire (téléphone)
	Stephen Pigeon	Directeur général
	Jean Robert	Vice-président
	Jo Rosenhek	Commissaire (téléphone)
	Jo-Ann Toulouse	Commissaire (téléphone)
	Aline Visser	Commissaire (téléphone)
Absent:	Isabel Béland	Commissaire-parent
	Stephen Burke	Président
	Christian Falle	Commissaire-parent
	Chantal Guay	Commissaire
	Kevin Jack	Commissaire
	Stephen Nellis	Commissaire-parent
	Esther Paradis	Commissaire
	Patsy Poulin	Commissaire-parent
Également Présents:	Pierrette Laliberté	Directrice des ressources humaines
	Patti L. Moore	Secrétaire générale

15-04A.01 **<u>Ouverture de la séance</u>**

Le Vice-président déclare la séance ouverte à 17h02.
Il est noté que le Vice-président, la Directrice des ressources humaines et la Secrétaire générale sont présents au Centre administratif et qu'il y avait quorum.

15-04A.02 **<u>Adoption de l'ordre du jour</u>**

Il est PROPOSÉ par J.-A. Toulouse, APPUYÉ par A. Visser et RÉSOLU À L'UNANIMITÉ; d'adopter l'ordre du jour tel que présenté.

15-04A.03 **<u>Période de questions réservée au public</u>**

Aucun public n'était présent.

15-04A.04 **<u>Remplacement du Directeur du service des ressources financières et matérielles: Description de tâches et affichage de poste</u>**

ATTENDU QUE le directeur du service des ressources financières et matérielles a signifié son intention de prendre sa retraite;

ATTENDU QUE le département des ressources humaines a préparé un échéancier pour le remplacement du directeur du service des ressources financières et matérielles;

ATTENDU QUE la description de taches a été révisée et officiellement approuvé par le Conseil des commissaires en 2009;

ATTENDU QUE la description de taches n'a pas changé depuis cette époque;

Il est PROPOSÉ par J. Rosenhek, APPUYÉ par W. Marois et RÉSOLU À L'UNANIMITÉ; QUE le Conseil des commissaires accepte la description de tâches et l'affichage pour le poste de directeur du service des ressources financières et matérielles, telles que présentés aux **annexes 1 et 2** du présent procès-verbal.

15-04A.05 **<u>Formation d'un Comité de sélection: Poste de Directeur du service des ressources financières et matérielles</u>**

ATTENDU QUE le directeur du service des ressources financières et matérielles a signifié son intention de prendre sa retraite;

ATTENDU QUE le département des ressources humaines a préparé un échéancier pour le remplacement du directeur du service des ressources financières et matérielles;

ATTENDU QUE la description de taches a été acceptée par le Conseil des commissaires;

Il est PROPOSÉ par D. Ford-Caron, APPUYÉ par S. Downs et RÉSOLU À L'UNANIMITÉ; QUE le Comité de sélection pour le poste de directeur du service des ressources financières et matérielles soit composé du Président, le Directeur général et les Commissaires K. Jack, Aline Visser, S. Downs et J. Robert comme substitut

15-04A.06 **<u>Période de questions réservée au public</u>**

Aucun public n'était présent.

15-04A.07 **<u>Ajournement</u>**

Il est PROPOSÉ par J.-A. Toulouse, APPUYÉ par A. Visser de lever la séance à 17h12.

Patti L. Moore Secrétaire générale	Jean Robert Vice-président

Approuvé le 15 mai 2015.

ANNEXE 1

CENTRAL QUÉBEC SCHOOL BOARD
LA COMMISSION SCOLAIRE CENTRAL QUÉBEC

JOB DESCRIPTION

POSITION: Director of Finance

REVIEW DATE: January 14, 2009

FOR APPROVAL: Council of Commissioners' meeting of January 16, 2009

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GENERAL STATEMENT OF RESPONSIBILITIES AND DUTIES:

The Director of Finance will plan, organize and direct the development and implementation of the Central Québec School Board's accounting system, prepare and review the yearly budget and projected capital investments. He or she will assist the director general presenting the information to the Board as to provide the best possible educational services with the financial resources available. The Director of Finance will supervise the accounting and budget control activities. The incumbent may be asked to share in the direction of dossiers pertaining to other departments.

ESSENTIAL FUNCTIONS: Essential and other important responsibilities and duties may include, but not be limited to the following:

1. Plan, organize, direct and evaluate the work of the Financial Department.

2. Ensure the timely preparation and reporting of quarterly financial results for School Board operations and monthly reports for each school in accordance with generally accepted accounting principles, federal and provincial regulations, financial reporting standards within the MELS' budget parameters and the Budget Management Process Book.

3. Ensure the preparation of annual budgets and periodic forecasts within prescribed timelines.

4. Develop, implement and monitor a system of internal control processes and procedures to ensure the integrity of all financial functions within the budget rules and regulations.

5. Oversee the functional areas of General Ledger Accounting, Payroll, Accounts Payable and Receivable, Purchasing, Tax Reporting (GST & PST) on behalf of the schools and the School Board.

6. Monitor, evaluate and provide advice to schools and the School Board regarding their financial performance as a function of their budget forecast.

7. Submit recommendations on budget allocation transfers.

8. As a member of the Administrative Council, participate in the development of Strategic Plans and programs for the schools and the School Board.

9. Evaluate and provide advice on the financial impact of long-term planning, introduction of new programs and business strategies as well as federal and provincial regulatory changes.

10. Provide timely and accurate analysis of budgets, financial reports and trends to the Administrative Council and School Principals.

11. Ensure minimum cash availability to meet the operating needs of the School Board.

12. Evaluate and provide advice to the Administrative Council on issues pertaining to payment of contracts and any other business agreements into which the School Board may enter.

13. Negotiate with financial institutions and contractors.

14. Establish effective and professional relationships with the Administrative Council, School Principals, the MELS, other School Boards and various Associations.

15. Represent the School Board at various meetings (MELS, Regional Tables, etc.)

16. Carry out special financial or statistical research or analytical studies to assist the School Board in the development of new policies and the planning of new or revised programs.

17. Provide the School Board with a cost impact resulting from proposals under collective bargaining agreements for employees.

18. Review the procedure manual for use in areas of assigned responsibilities.

19. Assist external auditors.

20. Manage the School Board insurance programs.

21. Review all travel reimbursement claims in conformity with the School Board Policy.

22. Advise the Director General regarding any financial matters which may need special attention.

23. Approve expenditures up to a given limit as per the Delegation of Powers.

ANNEXE 2

COMMISSION SCOLAIRE CENTRAL QUÉBEC
CENTRAL QUÉBEC SCHOOL BOARD

April 30,2015

Posting #	**3217**

DIRECTOR OF FINANCE
With responsibilities for Buildings & Equipment

Regular full-time position

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

DUTIES AND RESPONSIBILITIES

Reporting to the Director General, as the regular full-time Director of Finance, you will develop and maintain financial strategies for the benefit of the Central Québec School Board, oversee financial control, accounting and budget administration, establish and/or improve control procedures and optimize the use of information technologies. You will also have the responsibility of establishing and maintaining close contact with various regulatory agencies, other School Boards and the Ministry of Education. As a member of the Senior Management Team, you will be asked to collaborate in the development, implementation and monitoring of the School Board's Strategic Plan. Additionally, you will be asked to assume responsibilities for Buildings and Equipment and oversee the running of this service. Due to the small size of the Central Québec School Board, you may be asked to share in the direction of dossiers pertaining to other departments.

QUALIFICATIONS

You will have 8 years of relevant management experience in the field, a University Degree or the equivalent in a relevant discipline with appropriate professional certification (CA, CMA or CGA). Ideally, you have a broad base knowledge and/or background in Buildings and Equipment as well as Information Technology. You will be proficient in oral and written English and in French. You are self-motivated, flexible and organized with sound analytical skills, and problem-solving abilities. Your interpersonal and collaborative skills will enable you to lead and inspire your team as well as interact with various stakeholders.

SALARY SCALE AND WORKING CONDITIONS

Effective April 1, 2015, the salary scale is: $71,838 – $95,783 plus a comprehensive benefit package, in line with the regulations governing the working conditions of Senior Staff of School Boards. The forecasted starting date for this position is September 2015 and the place of work is Quebec City.

APPLICATION:

Interested candidates must submit a letter of application along with their curriculum vitae, both in French and in English, in strict confidence by May 9, 2015 at 4:30 p.m. to:

Selection Committee
C/O: Ms. Pierrette Laliberté, Human Resources Director
Central Québec School Board
2046, chemin Saint-louis
Québec, Québec G1T 1P4

E-mail: lalibertep@cqsb.qc.ca

The job description is available upon request.

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