



Approved minutes of the regular meeting of the Council of Commissioners of the Central Québec School Board held on Wednesday, August 19, 2015 at 7:00 p.m. at the Eastern Québec Learning Centre, 3005 rue William Stuart, Québec (Québec) G1W 1V4.

Present:	Stephen Burke	Chairman
	Heather Clibbon	Commissioner
	Sara Downs	Commissioner (telephone; joined meeting at 7:19 p.m.)
	Christian Falle	Parent Commissioner
	Debbie Ford-Caron	Commissioner (telephone; joined meeting at 7:17 p.m.)
	Chantal Guay	Commissioner (videoconference)
	Kevin Jack	Commissioner
	Wyna Marois	Commissioner
	Esther Paradis	Commissioner
	Stephen Pigeon	Director General
	Patsy Poulin	Parent Commissioner (videoconference)
	Jean Robert	Vice-Chairman
	Jo Rosenhek	Commissioner
	Aline Visser	Commissioner
Absent:	Isabel Béland	Parent Commissioner
	Stephen Nellis	Parent Commissioner
	Jo-Ann Toulouse	Commissioner
In attendance:	Laurent Després	Outgoing Director of Financial Services, Buildings and Equipment
	Gina Farnell	Director of Complementary Educational Services
	François Garon	Computer Technician
	Pierrette Laliberté	Director of Human Resources and Assistant Director General
	Yves Lorange	Incoming Director of Financial Services, Buildings and Equipment
	Patti L. Moore	Secretary General
	Marty Patterson	President, CQTA
	Mark Sutherland	Director of Instructional Services

15-08.01 Call to order

The Chairman called the meeting to order at 7:01 p.m. and officially welcomed Mr. Yves Lorange, incoming Director of Financial Services, Buildings and Equipment.

15-08.02 Approval of the agenda

It was MOVED by A. Visser, SECONDED by P. Poulin and UNANIMOUSLY RESOLVED; THAT the agenda be approved with one addition: 12 d) QESBA 12 -Year Award.

15-08.03

Public question period

M. Patterson asked the Chairman if the Council of Commissioners had read the proposed collective agreement of teaching, professional and support staff sent by the Management Negotiating Committee for English-language School Boards (CPNCA) in January and if so, whether they were in agreement. S. Burke stated that as the document was adopted by all nine English Boards, no further comments would be forthcoming. He encouraged negotiation with the government.

M. Patterson queried whether the Council of Commissioners had received feedback from the management team over the summer months. S. Burke responded that no discussions have yet taken place. S. Burke further stated that he has great respect for all teachers and knows that they will treat our students well through this challenging process.

15-08.04

Question Period for Students

No students were present.

15-08.05

Correspondence from Students

No correspondence was received.

15-08.06

Approval of the minutes of the regular meeting held on June 19, 2015

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

H. Clibbon, W. Marois, E. Paradis and C. Guay abstained from voting.

15-08.07

Business arising from the minutes

There was no business arising from the minutes.

15-08.08

Report from the Chairman

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

- *Chapeau les filles* - June 22nd, 2015
- CSBA in Saskatoon - July 1st to 4th, 2015
- QESBA Brief to the Election System Study Panel - July 10th, 2015
- Election Systems Study Panel Hearings - July 17th and August 11th, 2015
- Agenda Meeting - August 10th, 2015
- Tax Letter 2015
- Chairman beginning of the year message

15-08.09

Director General's Report

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

- a) Negotiations
- b) CQSB Induction Week for New Teachers
- c) Principals' and Vice-Principals' Meeting
- d) Report on Leaves of Absence / Resignations, etc.
- e) June Examination
- f) 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

15-08.10

New Business

- a) Budget Management Process 2015-2016 - Youth Sector (adoption)

WHEREAS section 96.25 of the Education Act stipulates that school principals are to be consulted on school board policies;

WHEREAS sections 78.3 and 193.9 of the Education Act provide for consultation of school governing boards and the Parents' Committee on various matters concerning the organization of services provided by the School Board;

WHEREAS section 275 of the Education Act stipulates that "the school board shall make public the objectives and principles governing the allocation of subsidies, school tax proceeds and other revenues among its educational institutions as well as the criteria pertaining thereto";

WHEREAS the Central Québec School Board determines these objectives and principles annually in the Budget Management Process;

WHEREAS the draft Budget Management Process – Youth Sector for the 2015-2016 school year was accepted in principle by the Council of Commissioners on March 25, 2015;

WHEREAS appropriate consultation has taken place;

It was MOVED by W. Marois, SECONDED by A. Visser and UNANIMOUSLY RESOLVED; THAT the Council of Commissioners accept the Budget Management Process – Youth Sector for the 2015-2016 school year as in **Appendix 1** to the minutes.

New Business (continued)b) Budget Management Process 2015-2016 - Adult and Vocational Sector (adoption)

WHEREAS section 110.13 of the Education Act stipulates that centre principals are to be consulted on school board policies;

WHEREAS section 110.3 of the Education Act provides for consultation of centre governing boards on various matters concerning the organization of services provided by the School Board;

WHEREAS section 275 of the Education Act stipulates that “the school board shall make public the objectives and principles governing the allocation of subsidies, school tax proceeds and other revenues among its educational institutions as well as the criteria pertaining thereto”;

WHEREAS the Central Québec School Board determines these principles and objectives annually in the Budget Management Process;

WHEREAS the draft Budget Management Process for the 2015-2016 school year was accepted in principle by the Council of Commissioners on March 25, 2015;

WHEREAS appropriate consultation has taken place;

It was MOVED by J. Robert, SECONDED by J. Rosenhek and UNANIMOUSLY RESOLVED; THAT the Council of Commissioners accept the Budget Management Process – Adult and Vocational Education Sector for the 2015-2016 school year as in **Appendix 2** to the minutes.

c) Adoption of the 2015-2016 Operating, Capital and Debt Service Budget

WHEREAS as specified by the Education Act, the Central Québec School Board must adopt and submit to the *ministère de l'Éducation, de l'Enseignement supérieur et de la Recherche* (MEESR) its Operating, Capital Investment, and Debt Service Budget for the 2015-2016 school year;

WHEREAS the draft budget shows a deficit of \$281,792 for the year;

WHEREAS this deficit represents the limit of accumulated surplus appropriation for our School Board;

WHEREAS in a letter dated July 7, 2015 the MEESR authorized our School Board to adopt a budget where expenses exceeded revenues for 2015-2016 by no more than \$281,792

It was MOVED by K. Jack, SECONDED by H. Clibbon and UNANIMOUSLY RESOLVED; THAT the Operating, Capital Investment and Debt Service Budget for the 2015-2016 school year be approved and submitted to the *ministère de l'Éducation, de l'Enseignement Supérieur et de la Recherche*.

New Business (continued)d) Adoption of the 2015-2016 Gross and Net Taxation Rates

WHEREAS as specified by the Education Act, the Central Québec School Board must set the school tax rate at the time of the adoption of the budget of the school board;

WHEREAS the budgetary projections set the gross taxation rate at \$0.35 per \$100.00 of real evaluation;

WHEREAS this rate is determined by the *ministère de l'Éducation, de l'Enseignement Supérieur et de la Recherche* and is the maximum established in the Education Act;

WHEREAS the budgetary projections set the net taxation rate at \$0.30730 per \$100.00 of real evaluation;

It was MOVED by J. Rosenhek, SECONDED by C. Guay and UNANIMOUSLY RESOLVED; THAT the gross and net taxation rates be adopted as presented.

e) Adoption of the Interest Rate on Outstanding Tax Accounts

WHEREAS the Education Act requires school boards to collect school taxes and to charge interest on outstanding accounts;

WHEREAS section 316 of the Education Act stipulates that the interest rate payable on school taxes is fixed by the School Board;

It was MOVED by W. Marois, SECONDED by A. Visser and UNANIMOUSLY RESOLVED; THAT pursuant to Section 316 of the Education Act (R.S.Q. ch I-13-3), the Central Québec School Board set an interest rate of 14.5% on overdue tax accounts for the 2015-2016 school year.

f) Eastern Québec Learning Centre: Entente with Jeffrey Hale-Saint Brigid's

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

WHEREAS a formal agreement must be signed between the Central Québec School Board and the *Hôpital Jeffrey Hale-Saint Brigid's*;

WHEREAS the *Hôpital Jeffrey Hale-Saint Brigid's* has agreed to provide students with the opportunity to carry out their internships in their establishments;

It was MOVED by H. Clibbon, SECONDED by E. Paradis and UNANIMOUSLY RESOLVED; THAT the Central Québec School Board enter into an agreement with the *Hôpital Jeffrey Hale-Saint Brigid's* 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 agreement on behalf of the School Board.

15-08.10

New Business (continued)

- g) Eastern Québec Learning Centre: Entente with Regroupé au CIUSSS de la Capitale-Nationale

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

WHEREAS a formal agreement must be signed between the Central Québec School Board and the *Regroupé au CIUSSS de la Capitale-Nationale*;

WHEREAS the *Regroupé au CIUSSS de la Capitale-Nationale* has agreed to provide students with the opportunity to carry out their internships in their establishments;

It was MOVED by C. Guay, SECONDED by J. Robert and UNANIMOUSLY RESOLVED; THAT the Central Québec School Board enter into an agreement with the *Regroupé au CIUSSS de la Capitale-Nationale* 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 agreement on behalf of the School Board.

- h) Eastern Québec Learning Centre: Entente with Champlain des Montagnes residence

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

WHEREAS a formal agreement must be signed between the Central Québec School Board and the *Champlain des Montagnes residence*;

WHEREAS the *Champlain des Montagnes residence* has agreed to provide students with the opportunity to carry out their internships in their establishments;

It was MOVED by J. Rosenhek, SECONDED by C. Guay and UNANIMOUSLY RESOLVED; THAT the Central Québec School Board enter into an agreement with the *Champlain des Montagnes residence* 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 agreement on behalf of the School Board.

New Business (continued)i) Formation of a Selection Committee: Bank of Professionals

WHEREAS the Central Québec School Board wishes to constitute lists of professionals, architects and engineers, for future building repair and renovation projects for the period of July 1, 2015 to June 30, 2018 for the following regions:

- Saguenay/Chibougamau region
- Mauricie/Thetford Mines region
- Québec City region

WHEREAS work would be assigned to the firms on a rotating basis;

WHEREAS in accordance with the Act respecting contracting by public bodies and the Regulation respecting service contracts of public bodies stipulate that for professional services, selection committees must be formed to analyze tenders for professional services;

It was MOVED by W. Marois, SECONDED by H. Clibbon and UNANIMOUSLY RESOLVED; THAT a Selection Committee be formed for the purpose of analyzing tenders for the services of architectural and engineering firms that will be consigned to a list of professionals to which will be assigned work for building repair and renovation projects during the three-year period of July 1, 2015 to June 30, 2018; and

THAT a Selection Committee be formed of (a member of AC: to be determined), the Coordinator of Buildings and Equipment, the Secretary General as secretary for the committee and commissioner W. Marois.

j) Interim Principalship: La Tuque High School

WHEREAS the Principal of La Tuque High School is on sick leave for an undetermined period;

WHEREAS Mr. Jason Barwise and Mrs. Sarah-Lynn Doucette were released for part of their teaching duties to assume responsibilities as Vice-Principal during the absence of the principal from April 2015 to June 30, 2015;

WHEREAS the above assignment ended on June 30, 2015;

WHEREAS there is a need to assume this leadership position during the Principal's prolonged absence;

WHEREAS Mr. Jason Barwise, teacher at La Tuque High School and acting part-time Vice-Principal since April 2015, has demonstrated his abilities to assume the interim appointment as Principal of La Tuque High School;

New Business (continued)j) Interim Principalship: La Tuque High School (continued)

WHEREAS the Policy on Recruitment, Selection and Hiring states the following, under article 5.7 "The Council of Commissioners may agree to waive all or part of the Recruitment, Selection and Hiring Policy for Senior Executives, Senior Staff of Services and Senior Staff of Schools for part-time or temporary position of 6 months or less and positions of 50% or less throughout the school year"

WHEREAS the appointment of Mr. Jason Barwise is for a period of less than 6 months;

It was MOVED by E. Paradis, SECONDED by J. Rosenhek and UNANIMOUSLY RESOLVED; THAT Mr. Jason Barwise be appointed as Interim Principal of La Tuque High School, effective July 1, 2015 and until further notice, but for a period of 6 months or less.

k) Jeffrey Hale Memorial Project

WHEREAS Jeffery Hale's contribution to the Québec City, English-Speaking community - including the education system - was generous, significant, far-reaching and long-lasting;

WHEREAS the majority of projects supported or initiated by Jeffery Hale continue to this day;

WHEREAS the Jeffery Hale Foundation - as well as seven other community organisations - have pledged their help in restoring Jeffery Hale's tomb at the Woodbury Park Cemetery in England - which would include steps, a path, and a memorial bench;

WHEREAS the Foundation is seeking a donation in order to include the Central Québec School Board in the project (a minimum of \$500);

It was MOVED by H. Clibbon, SECONDED by K. Jack and UNANIMOUSLY RESOLVED; THAT as an exceptional measure, due to the extraordinary contribution that Jeffery Hale made to all sectors of life in Québec, including the Education system, the Council of Commissioners of the Central Québec School Board feels honour-bound to support this project; and

THAT the Central Québec School Board contribute \$500 to the project; and

THAT the Central Québec School Board logo be included on the memorial bench.

New Business (continued)1) Acceptance of Major Renovation Projectsi. Hiring of a Contractor: A.S. Johnson Memorial School - boiler repairs

WHEREAS the Council of Commissioners mandated the Chairman or the Vice-Chairman, in collaboration with the Director General or the Assistant Director General, to authorize all necessary decisions during the summer months (June 20, 2015 - August 19, 2015);

WHEREAS the Chairman or the Vice-Chairman, in collaboration with the Director General or the Assistant Director General, were authorized to sign all documents pertaining to contracts to be concluded during the summer months, within the adopted budget;

WHEREAS the Council of Commissioners mandated the Director General to report all decisions to the Council of Commissioners at the August 19, 2015 regular meeting;

WHEREAS the School Board had reserved part of the *Maintien des bâtiments* budget for the A.S. Johnson Memorial School boiler room repairs;

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 June 1st, 2015 and opened on June 22nd, 2015;

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

It was MOVED by A. Visser, SECONDED by J. Robert and UNANIMOUSLY RESOLVED; THAT the Council of Commissioners ratify the decision to accept the tender that met the specifications for the A.S. Johnson Memorial School boiler room repairs (919, rue Mooney Ouest, Thetford Mines (Québec) G6G 6H3) as submitted by Descimco (415 rue Adanac, Québec (Québec) G1C 6B9) in the amount of \$129,915.00 (taxes not included).

ii. Hiring of a Contractor: Valcartier Elementary School - exterior siding and windows

WHEREAS the Council of Commissioners mandated the Chairman or the Vice-Chairman, in collaboration with the Director General or the Assistant Director General, to authorize all necessary decisions during the summer months (June 20, 2015 - August 19, 2015);

New Business (continued)1) Acceptance of Major Renovation Projects (continued)ii. Hiring of a Contractor: Valcartier Elementary School - exterior siding and windows (continued)

WHEREAS the Chairman or the Vice-Chairman, in collaboration with the Director General or the Assistant Director General, were authorized to sign all documents pertaining to contracts to be concluded during the summer months, within the adopted budget;

WHEREAS the Council of Commissioners mandated the Director General to report all decisions to the Council of Commissioners at the August 19, 2015 regular meeting;

WHEREAS the School Board had reserved part of the *Maintien des bâtiments* budget for the Valcartier Elementary School's exterior siding and windows;

WHEREAS three contractors were invited to submit tenders for the Valcartier Elementary School: exterior siding and windows and two quotes were received;

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

It was MOVED by J. Rosenhek, SECONDED by K. Jack and UNANIMOUSLY RESOLVED; THAT the Council of Commissioners ratify the decision to accept the tender that met the specifications for the Valcartier Elementary School exterior siding and windows project (1748, boulevard Valcartier, St-Gabriel-de-Valcartier (Québec) G0A 4S0) as submitted by Durand Construction (1220, boulevard Lebourgneuf, #25; Québec (Québec) G2K 2G4) in the amount of \$75,493.00 (taxes not included).

iii. Selection of Contractors for the Implementation of a Preventive Maintenance Program 2015-2018

WHEREAS the Council of Commissioners mandated the Chairman or the Vice-Chairman, in collaboration with the Director General or the Assistant Director General, to authorize all necessary decisions during the summer months (June 20, 2015 - August 19, 2015);

WHEREAS the Chairman or the Vice-Chairman, in collaboration with the Director General or the Assistant Director General, were authorized to sign all documents pertaining to contracts to be concluded during the summer months, within the adopted budget;

WHEREAS the Council of Commissioners mandated the Director General to report all decisions to the Council of Commissioners at the August 19, 2015 regular meeting;

New Business (continued)1) Acceptance of Major Renovation Projects (continued)iii. Selection of Contractors for the Implementation of a Preventive Maintenance Program 2015-2018 (continued)

WHEREAS a public call for tenders for general contractors was placed on SEAO (*Système électronique des appels d'offres du gouvernement du Québec*) on June 1st, 2015 and opened on June 23rd, 2015;

WHEREAS the Coordinator of Buildings and Equipment recommended that the lowest tender which met the requirements and specifications of the project be accepted;

It was MOVED by E. Paradis, SECONDED by W. Marois and UNANIMOUSLY RESOLVED; THAT the Council of Commissioners ratify the decision to accept the tender (*) that met the specifications for:

Schefferville: Av Tech (2300, Léon-Hamel, bureau 101, Québec (Québec) G1N 4L2)

- 2015-2016: \$18,310.00
- 2016-2017: \$18,860.00
- 2017-2018: \$19,426.00

Mauricie: Multi-Énergie Best (7975, boulevard des Forges, Trois-Rivières (Québec) G8Y 1Z5)

- 2015-2016: \$8,004.56
- 2016-2017: \$8,157.47
- 2017-2018: \$8,370.18

Québec: Av Tech (2300, Léon-Hamel, bureau 101, Québec (Québec) G1N 4L2)

- 2015-2016: \$18,311.00
- 2016-2017: \$18,140.00
- 2017-2018: \$18,474.00

Saguenay: Pro Combustion (1301, rue Manic, Chicoutimi (Québec) G7K 1G7)

- 2015-2016: \$2,069.56
- 2016-2017: \$2,069.56
- 2017-2018: \$2,069.56

Chibougamau: Av Tech (3386, boul. St-François, Jonquière (Québec) G7X 2W9)

- 2015-2016: \$9,096.00
- 2016-2017: \$9,277.92
- 2017-2018: \$9,463.48

(*taxes not included).

New Business (continued)m) One-Year Bus Contracts

It was MOVED by E. Paradis, SECONDED by W. Marois and UNANIMOUSLY RESOLVED; THAT the Central Québec School Board accept the following one-year transportation contracts for the 2015-2016 school year; and

Transporter	Capacity	Territory	2014-2015 Index 1.52% Excluding Tax	2015-2016 (\$) Index 1.91% Excluding Tax
Autocar Jeannois Inc.	Berlin	Alma	\$23,542	\$23,992
Pierre Giroux	Berlin	Îles d'Orléans	\$21,481	\$21,891
Nicole Lefebvre	Berlin	Tewkesbury	\$23,416	\$23,863
Claire Rousseau	Taxi	Val-Bélair (to École St-François)	\$29,947	\$30,519
Taxi Ghislain Bergeron	Berlin	Fossambault to DDO	\$17,283	\$17,613
Autobus Charles A. Morton	5- Row / 8-Row	Chapais	\$49,490	\$50,435
Nadia Lapointe	Berlin	Ile d'Orléans	\$7,607	\$7,752

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

n) Recommendations Regarding the Central Québec School Board International Student Program

WHEREAS the existing structures and resources of the Central Québec School Board (CQSB) International Student Program (ISP) hinder timely communication with clients and therefore, do not promote a positive impression of the program;

WHEREAS the existing structures and resources of the Central Québec School Board (CQSB) International Student Program (ISP) do not allow the Board to adequately support, maintain and grow the program;

WHEREAS streamlining the current structure would result in considerable savings in time and money as well as an increase in the efficiency of the ISP process;

WHEREAS the current Web site and promotional materials are dated and need to be renewed;

It was MOVED by E. Paradis, SECONDED by A. Visser and RESOLVED; THAT CQSB divest itself of the majority of the student recruitment process and set up ententes with independent agencies who would assume these responsibilities in their entirety (based on commission); and

THAT a new post be created to provide direct and immediate follow-up support at the Board; and

15-08.10

New Business (continued)

n) Recommendations Regarding the Central Québec School Board International Student Program (continued)

THAT a priority be placed on the re-conception and construction of a more appealing and dynamic web-site; and

THAT promotional materials be up-dated and/or renewed; and

THAT the Central Québec School Board schools outside the greater Quebec City area be considered as host schools and that an active recruitment process be undertaken with this in mind.

H. Clibbon abstained from voting.

o) Fiche d'autorisation: Modification of a Contract - CQSB Exterior Masonry

WHEREAS the masonry of the heritage portion of the building is more damaged than expected due to water infiltration and ineffective repairs carried out previously;

WHEREAS the cost of the renovation represents more than 10% of the original tender;

WHEREAS the cost of the original contract was awarded to Gervais-Jacques for an amount of \$87,130.00; the total cost of the additional work is estimated at \$56,000.00 and the revised total cost of the project is now \$143,147.00; a 64.3% increase;

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 W. Marois, SECONDED by K. Jack 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*.

That the Chairman be authorized to sign the form.

New Business (continued)p) Derogation for the Hiring of a Contractor: Riverside Regional High School

WHEREAS construction work at 1770 *rue* Joule followed the confirmation of the relocation of pupils from Riverside Regional Elementary School to 1750 *rue* Joule on May 15, 2015;

WHEREAS the work at 1750 *rue* Joule must begin in the fall of 2015 and the Riverside Regional High School students must be moved to 1770 *rue* Joule;

WHEREAS the development of plans could not take place before the Riverside Regional High School principal and school team had agreed on their needs regarding the distribution and layout of the classrooms and building spaces;

WHEREAS meetings between the Riverside Regional High School principal and school team were held in May and June of 2015 and the conclusion of their discussions forwarded to School Board professionals on June 18, 2015;

WHEREAS the demolition work had been scheduled with the purpose of speeding up the construction process;

WHEREAS the work must be completed within the shortest possible timeframe in order to ensure the least interference possible with the onset of the school year;

WHEREAS initially, according to the professionals hired by the Central Québec School Board, the scope of work was estimated to fall under the threshold of \$100,000.00, hence allowing a process of tender by invitation;

WHEREAS management relied on the professionals' estimate and conducted a tender by invitation on July 14, 2015;

WHEREAS the three bids, opened on August 5, 2015, exceeded the threshold of \$100,000.00;

WHEREAS considering the urgency of ensuring that the premises be ready as early as possible in order to minimally interfere with the onset of the new school year scheduled to start on August 31, 2015, it was decided to retain the lowest compliant bidder;

WHEREAS the tendering method used derogates from the Central Québec School Board Policy on Supply, Service and Construction Contracts;

It was MOVED by D. Ford-Caron, SECONDED by A. Visser and UNANIMOUSLY RESOLVED; THAT the Council of Commissioners agree to waive the Central Québec School Board Policy on Supply, Service and Construction Contracts and to award the project to *Les Constructions Tect-Hab inc.* (1644, boulevard Ste-Geneviève, Chicoutimi (Québec) G7G 3W6) in the amount of \$159,298.00 (taxes not included).

15-08.11

Committee Reports

a) Executive Committee

No meeting was held.

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.

i) Riverside Schools Ad Hoc Committee

No meeting was held.

15-08.12

Quebec English School Boards Association

a) Election of the 2015-2016 CQSB members to the QESBA Board of Directors

WHEREAS the Québec English School Board Association (QESBA) Board of Directors consists of two members appointed by each member board;

WHEREAS the nominations must be received no later than August 28, 2015;

It was MOVED by A. Visser, SECONDED by W. Marois and UNANIMOUSLY RESOLVED; THAT the Central Québec School Board members on the QESBA Board of Directors be Debbie Ford-Caron and Stephen Burke.

b) CQSB Representative on the QESBA Executive Committee

WHEREAS the Québec English School Board Association (QESBA) Executive Committee membership shall consist of either the Board Chairperson or Vice-Chairperson from each of the nine English school boards;

Whereas the nominations must be received no later than September 18, 2015;

It was MOVED by A. Visser, SECONDED by D. Ford-Caron and UNANIMOUSLY RESOLVED; THAT Stephen Burke be nominated as the Central Québec School Board representative on the QESBA Executive Committee.

c) QESBA Award of Merit

The criteria for the QESBA Award of Merit were outlined for all members. No nominations were put forth at this time.

d) QESBA 12-Year Award

Two CQSB commissioners are eligible for the 12-year award: Heather Clibbon and Jo-Ann Toulouse. Their names will be forwarded to QESBA.

15-08.13

Next meeting

The next regular meeting of the Council of Commissioners will be held on Friday, September 25, 2015.

15-08.14

Question period

a) Public

M. Patterson asked the Chairman if the school board understands the importance of ensuring that Riverside Regional High School will be ready for the first day of school. S. Pigeon responded that a sizeable team is indeed taking this very seriously and that all necessary supports are in place for the students of Riverside.

15-08.14 **Question period (continued)**

b) Commissioners

No questions were asked.

15-08.15 **In-camera session**

No in-camera session was held.

15-08.16 **Adjournment**

The meeting was ADJOURNED at 8:45 p.m. on a MOTION by H. Clibbon, SECONDED by A. Visser.

Patti L. Moore
Secretary General

Stephen Burke
Chairman

Approved on September 25, 2015.



COMMISSION SCOLAIRE CENTRAL QUÉBEC
CENTRAL QUÉBEC SCHOOL BOARD

BUDGET MANAGEMENT PROCESS
2015-2016
Youth Sector
(Adopted August 19, 2015)

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

Table of Contents

- 1. PREAMBLE AND PRINCIPLES FOR THE EQUITABLE DISTRIBUTION OF RESOURCES 3
- 2. ROLES AND RESPONSIBILITIES 10
- 3. EXPENSES COVERED AT THE SCHOOL BOARD LEVEL 13
- 4. EXPENSES COVERED BY DECENTRALIZED CREDITS 16
- 5. TIMELINE FOR THE ADOPTION OF THE BUDGET MANAGEMENT PROCESS AND BUDGET 20
- 6. TIMELINE FOR THE ADOPTION OF THE STAFFING PLAN 20

- APPENDIX A 21
- APPENDIX B 22
- APPENDIX C 23

1. PREAMBLE AND PRINCIPLES FOR THE EQUITABLE DISTRIBUTION OF RESOURCES

1.1 Budget Management Philosophy

The School Board adheres to the principles of the Education Act. Therefore, it focuses on the autonomy, empowerment and accountability of schools and services while assuming the supervisory role ensuing from its responsibilities.

1.2 Organization's Values, Commitments, Motto

We value leadership, openness, and cooperation in a caring and learning environment.

Our objective is to integrate these values in each and every one of our daily actions.

Furthermore, our objective is to broaden and facilitate the understanding and the acceptance of our motto "Learning for All" through the orientations set forth in the Strategic Plan and Partnership Agreement.

1.3 Legal Framework of the Education Act

The main objective of the law is to reinforce the school's role as the first entity responsible for pedagogical and administrative matters. The School Board Strategic Plan, Partnership Agreement and policies support this objective.

The School Board is a legal entity under public law whose mission is to instruct, socialize and provide qualifications as well as ensure that those whom it oversees receive the educational services to which they are entitled by virtue of the Education Act.

Schools and centres have no legal status. They have the power imparted to them by the law.

The School Board is the employer of the personnel required to operate the School Board and its schools.

The School Board is the owner of its buildings.

1.4 Type of allocations (resources) to be distributed

- a) Staffing allocations
- b) Basic allocations
- c) Specific allocations (or specific MELS measures)
- d) Capital budget allocations

1.5 Principles for the Equitable Distribution of Resources

1.5.1 Common principles

- a) The success of all students is at the centre of our deliberations and decisions.
- b) All students must have access to equitable services (educational and complementary) throughout the School Board.
- c) Through its allocation of resources (budget and staffing plan), the School Board recognizes that each school and service is distinct and different, and respects each school's local organization of services, within the limits of collective agreements, regulations, School Board policies and MELS budget rules and parameters.
- d) As per the MELS guidelines, the poverty map or the percentage of students in schools that fall under this description may be taken into account when dealing with the equitable distribution of resources.
- e) Distribution of the budget must take into consideration geographical factors that may have a prejudicial effect on the school budget.
- f) The basic allocations will be those approved by the Council of Commissioners.
- g) In exceptional circumstances, after review of appropriate documentation, allocations may be modified to reflect a given situation.
- h) Allocations should always be used first for the purpose intended.
- i) Surpluses of the allocations in 1.4 cannot generally be carried over from one school year to the next as per MELS budgetary rules, except those mentioned in the collective agreements and, exceptionally in MELS budgetary rules.
- j) Any interest, payment, fee charged or loss of income to the School Board due to a delay in remitting payment to the School Board will be charged to the school budget.
- k) Any loss of income due to a school's error in areas such as student files and attendance records, admissibility certificates, etc., will be charged to the school's budget as follows:
 - For the first such error, 5% of the financial impact in the year following the year in which the error has occurred;
 - For the second such error, 7.5% of the financial impact in the year following the year in which the error has occurred;
 - For the third and subsequent error, 10% of the financial impact in the year following the year in which the error has occurred;
 - In addition, in the event that errors in areas such as student files and attendance records, admissibility certificates etc., are uncovered as a result of

the annual external audit the cost of a internal audit conducted in the following school year, excluding travel and living expenses, will be charged to the school budget in the year the preventive internal audit is conducted.

- Other measures and/or other arrangements in addition or in substitution to those mentioned above may be considered.

1.5.2 Staffing allocations

- a) The School Board will annually establish staffing guidelines and parameters for the allocation of human resources to its schools and administrative services. With the exception of parents, senior staff, teachers, support staff and professionals will be consulted as per the requirements of applicable regulations or collective agreements,. The School Board reserves the right to adjust the staffing plan in accordance with the MELS parameters, CQSB budgetary and other constraints as well as specific allocations confirmed after the approval of the staffing plan.
- b) All staffing allocations should be used for the purposes originally intended. However, some staffing allocations may be used for purposes other than those originally intended with the confirmation of the Director of Human Resources, after consultation with the Administrative Council and within the limits of collective agreements, School regulations, School Board policies and specific resolutions of the Council of Commissioners. Transfers of allocations for remedial and supporting teachers, in-school professionals, special education technicians and attendants for handicapped students will also be submitted for review to the Board Parity Committee on Special Needs and for approval by the Administrative Council or in exceptional circumstances to the Director of Complementary Educational Services and Director of Human Resources
- c) Each school where there is no vice-principal will be required to name a Staff Assistant to its principal.. Allocations for Staff Assistant are non-transferable and must not generate additional costs. Any request for the release of the staff assistant will be charged to the school budget.
- d) All requests for transferability must be made in writing to Human Resources who, after consultation, will ensure follow-up. All staffing allocations must be used for human resources.
- e) All provisional staffing allocations will be based on, September 30, 2014 enrolment. The exception to this will be: teachers' allocations, allocations for janitorial personnel and special needs allocations. The Board reserves the right to modify the staffing allocations upon a fluctuation of student enrolment or budget constraints.
- f) Any resources in excess of the approved staffing allocation incurred by the school will be charged to the school. Normally, the School Board will advise schools by the end of the school year of possible charges to their school budget. The final chargeback will be applied to the following school year.

- g) In the event that staffing allocations remain unused as of February 1st, the School Board reserves the right to recover these allocations.

1.5.3 Basic allocations (see appendix “C” for the calculation of basic allocations)

Examples (Dofin category):

- School Budget (SB) - Section 4 p. 16 provides a list of SB expenses
 - Copy (COPY)
- a) The per student provisional school budget allocation will be based on the enrolment as of September 30, 2014. However, the final budget will be adjusted with the number of students on September 30, 2015.
- b) Surpluses of basic allocations can be used to cover deficits in other allocations but only during the same school year.
- c) Schools are responsible to ensure a balanced budget. Deficits coming from the basic allocations will be met by using the schools’ specific revenues (see 1.6.2 below).

1.5.4 Specific allocations (or specific MELS measures) decentralized to schools

Non-exhaustive list of allocations: (category Dofin):

- Busy Bodies Active minds(BBAM)
 - Culture in Schools (MCC)
 - Special needs IEP follow-up (IEP)
 - Homework assistance (HOM)
 - Multi-level Classes (Project 021)
 - New Approaches New Solutions (NANS)
 - Native Grants (ICC)
 - Poverty (POV)
 - Student Teacher (ST)
 - Wellness (WELL)
 - Young Entrepreneurship (YE)
 - French 2nd language monitor (FSL)
- a) Confirmation of the budget from the School Board must be obtained prior to starting to spend the monies coming from these allocations.
- b) The School Board will determine each school’s specific allocations upon receiving information/authorization from the MELS. The School Board will re-evaluate programs periodically and reserves the right to re-allocate monies not committed to other schools.
- c) Specific allocations must be used solely for the purpose for which they were intended. In some cases expenses made from these allocations must be pre-

approved by the School Board and are subject to a report to be submitted to the School Board.

- d) Surpluses cannot be transferred to cover any other deficit.
- e) Schools are responsible to ensure a balanced budget coming from these allocations. Compensation for deficits will be taken from the basic allocations (see 1.5.3 above) and/or the specific revenues (see 1.6.2 below)

1.5.5 Capital budget allocation (see appendix "C" for the calculation of allocations)

- a) Confirmation of the capital budget from the Finance Department must be obtained prior to starting to spend monies coming from this allocation.
- b) The school is responsible in case of a deficit coming from the capital budget. Compensation will be taken from the basic allocations (see 1.5.3 above) and/or the specific revenues (see 1.6.2 below)
- c) Capital budget items are those that have a life expectancy of more than one year, that will not be re-sold to parents and that will be used permanently for educational or administrative purposes.
- d) The following is a non-exhaustive list of capital budget items: Furniture, equipment, chairs, desks, etc.

1.6 Types of revenues managed by the schools

- Activities jointly financed by parents, School Board and MELS
- Specific revenues
- Extracurricular activities

1.6.1 Activities financed by parents and/or School Board and/or MELS

- a) The following is a non-exhaustive list of such activities (category in Dofin):
 - Day care (DC);
 - Resale material/consumables (RM);
 - Student supervision (SUP);
 - Early Childhood (4 year old program) (PREK).
- b) A budget for these activities must be approved by the Governing Board (according to article 96.24 of the Education Act).
- c) For day care and early childhood services, a yearly administration fee of 15% will be charged for services provided by the School Board. This fee shall be based on total day care and early childhood revenues.

- d) All revenues received by the school for these activities will be remitted to the School Board and credited to the school's bank account according to the following schedule:

Amounts received by schools:

- From July 1 to December 31 are to be remitted by February 15
- From January 1 to March 31 are to be remitted by May 15
- From April 1 to June 30 are to be remitted by July 15

Before making a bank transfer from the school to the School Board's account, a written confirmation (e-mail is acceptable) from the school principal will be required. If the written confirmation of the remittance is not received by the dates indicated above, Financial Services will proceed with the transfer and any adjustment will be reflected on the next remittance.

- e) When surpluses are generated through one of these activities, surpluses may be used to cover deficits in other allocations, except staffing. These surpluses may be used as the school's contribution to matching grants. Surpluses may not be carried over from one school year to the next as per MELS budgetary rules and generally accepted accounting principles (GAAP).
- f) Any deficit generated by these activities, will be charged to the school's basic allocations (see 1.5.3 above) and/or the specific revenues (see 1.6.2 below) of the current school year.

1.6.2 Specific revenues

- a) The following is a non-exhaustive list of specific revenues:
- Rental Income
 - Bank Interest
- b) These revenues may be used to cover any deficits in allocations or as the required contribution for any matching grants but may not be carried over from one school year to the next.
- c) For purposes of revenue generation, a school building may contain two categories of premises as defined in the Deed of Establishment: school premises, those areas determined by the School Board to be necessary for use by the school in fulfilling its educational mission, and non-school premises, the remaining areas of the building. Revenues generated from the rental of school premises are deposited in the school's bank account. Revenues generated from the rental of non-school premises are credited to the School Board.

1.6.3 School sponsored extra-curricular activities

- a) The following is a non-exhaustive list of extra-curricular activities:
 - Fund raising/Donation
 - Graduation
 - School trips
 - Cultural, social, sport and science related activities
- b) Revenues generated for these activities may not be used to cover deficits generated in any other allocations nor as the required contribution for any matching grants.
- c) Any deficit incurred from extra-curricular activities will be charged to the school's basic allocations (see 1.5.3 above) and/or surpluses generated by activities jointly financed by parents, School Board and MELS (see 1.6.1 above) and/or the specific revenues (see 1.6.2 above)

1.6.4 Deferred revenues

According to generally accepted accounting principles (GAAP), revenues may be carried over from one school year to the next as long as the three following conditions are met:

- 1) A specific clause leaving the School Board with little or no discretionary power regarding the use of the transferred resources;
- 2) A time-dependent future clause leaving the School Board with little or no discretionary power regarding the period or periods during which the revenues received may be used or spent;
- 3) Accountability clauses requiring ongoing supervision of the execution with incidental consequences in the event of non-compliance with transfer conditions, such as the reimbursement of the transferred resources

Revenues which a school wants to carry over to the next school year must be documented by the school principal. The document (memo or email) must be submitted to the Director of Financial Services by August 31 at the latest and explain the reasons why the remaining revenues at the end of the school year have to be carried over to the next school year by stating how the three conditions mentioned above are met. In order to do this the school principal should answer the three following questions:

- 1) Will the revenues be used for the same purpose they were raised for?
- 2) Will the money be used within an established timeframe?
- 3) What will happen to the remaining revenues once that the established timeframe has expired?

2. ROLES AND RESPONSIBILITIES

2.1 Council of Commissioners

- a) Redistribute financial resources as stated in Section 275 of the Education Act:

“After consulting with the governing boards and the parents’ committee, the school board shall establish objectives and principles governing the allocation of subsidies, school tax proceeds and its other income among its educational institutions.

The allocation shall be carried out in an equitable manner and reflect the needs expressed by the institutions and the social and economic disparities with which they must contend, the partnership agreement between the school board and the Minister and the management and educational success agreements between the school board and the institutions.

The allocation shall include amounts for the operation of governing boards and amounts to meet the needs of the school board and its committees.

The school board shall make public the objectives and principles governing the allocation and the criteria used to determine the amounts allocated.”

- b) Approve and adopt the provisional School Board budget;
- c) Analyze and adopt the revised budget;
- d) As stated in Section 278 of the Education Act, give notice of sitting where the budget is to be studied:

“Before adopting its budget, every school board shall give a public notice of at least 15 days of the date, time and place of the sitting of the council of commissioners at which its budget is to be studied.”

2.2 Director General and/or Administrative Council

- a) Promote the philosophy of the Budget Management Process
- b) Establish budgetary orientations and priorities taking into consideration the Strategic Plan, Partnership Agreement, Management and Educational Success Agreements and the MELS budgetary rules and parameters.
- c) Develop the consultation calendar (see page 20);
- d) Ensure the budget is redistributed in an equitable fashion while respecting the School Board's Strategic Plan, the Education Act, the MELS budget rules and the School Board budget parameters;
- e) Approve the Governing board budgets;

- f) Recommend the adoption of the School Board budget;
- g) Study and submit the year-end financial statements to the Council of Commissioners as stated in Section 286 of the Education Act:

“Once the financial activities have been audited, the director general shall submit the financial statements of the school board and the external auditor's report to the council of commissioners at its first sitting following by at least 15 days the date of receipt of the report.”

- h) As stated in section 286, 287 of the Education Act:

“The Secretary General shall give public notice of the date, time and place at which the financial statements will be submitted to the Council of Commissioners.”

At least one week prior to this meeting, the Director General will publish a summary of the annual financial statements of the School Board.

2.3 School Principals

- a) Adhere to the principles and provide recommendations on the Budget Management Process;
- b) Assess needs in the school and consult school staff in accordance with Section 96.20 of the Education Act:

“After consulting with the school staff, the principal shall inform the school board, on the date and in the form determined by the school board, of the needs of the school in respect of each staff category and of the professional development needs of the staff.”

- c) Consult the Governing Board as stated in Section 96.22 of the Education Act:

“After consulting with the governing board, the principal shall inform the school board of the requirements of the school as regards goods and services, and of any required improvement, equipment, construction, conversion or repair of the premises or immovables placed at the disposal of the school.”

“Goods and services” - Refers to any budget item or need, excluding the management of human resources in the school. Therefore, discussion should centre on the needs for services for students as defined by the educational project and school success plans; i.e., security measures for the school, the Governing board would like a ratio of 20 students to 1 supervisor at lunch time, students need more help choosing a career path, etc.

- d) Analyze the school's budget envelope taking into consideration financial guidelines from the governing board, the school's educational project, the school's success plan and the management and educational success agreement, prepare distribution of allocated resources (as specified in sections 1.5.3, 1.5.5, 1.6.1, 1.6.2 and 1.6.3 above), excluding allocations for Human Resources, and submit the draft budget to the governing board

for adoption then submit to the School Board for approval in accordance with Section 96.24 of the Education Act:

“The principal shall prepare the annual budget of the school, submit it to the governing board for adoption, administer the budget and render an account thereof to the governing board.

The budget must maintain a balance between expenditures, on the one hand, and the financial resources allocated to the school by the school board and the schools’ own revenues, on the other.

The approved school budget shall constitute separate appropriations within the school board’s budget, and the expenditures for that school shall be charged to those appropriations.

At the end of every school year, the schools' surpluses shall be transferred to the school board. However, the surpluses must be added to the school’s appropriations for the following fiscal year if the management and educational success agreement entered into under section 209.2 of the Education Act so provides.

If a school closes, the school's surpluses and funds shall be transferred to the school board.”

- e) Administer budgets within parameters (including ensuring that all expenses made by the school are properly coded) while following up with the Governing Board and the Director General. An annual report must be submitted to the Governing Board for adoption and be forwarded to the School Board by November 15.
- f) Keep just one active bank account for the school as per School Board policy.

2.4 Governing Board

- a) Advise the principal on the needs of the school, as stipulated in Section 96.22 of the Education Act;
- b) Analyze and adopt the school's annual budget as stated in Section 95 of the Education Act taking into consideration the school's educational project management and educational success plan.

“The governing board is responsible for adopting the school's annual budget proposed by the principal, and shall submit the budget to the school board for approval.”

- c) Submit, through the School Principal, the school’s annual budget for approval by the School Board (via the Director General or the Director of Financial Services).

2.5 Parents' Committee

Be consulted during the Budget Management Process regarding objectives, principles, and criteria for the distribution of financial resources as stated in Section 193 of the Education Act:

“(9) the objectives and principles governing the allocation of subsidies, school tax proceeds and other revenues among educational institutions as well as the criteria pertaining thereto, and the objectives, principles and criteria used to determine the amount to be withheld by the school board for its needs and those of its committees.”

2.6 Advisory Committee on services for handicapped students and students with social maladjustments or learning disabilities (as per the Education Act)

Be consulted during the Budget Management Process regarding objectives, principles, and criteria for the distribution of financial resources as stated in Section 187 of the Education Act:

“To advise the school board on the allocation of financial resources to the services intended for those students.”

2.7 Management Advisory Committee (MAC)

Be consulted during the Budget Management process regarding objectives, principles, and criteria for the distribution of financial resources.

2.8 Board Parity Committee

Be consulted during the budget process, when required, regarding the distribution of financial resources for special needs.

3. EXPENSES COVERED AT THE SCHOOL BOARD LEVEL

3.1 Human Resources in Schools and the Board Office

As sole employer, the Central Québec School Board must ensure that all of its legal obligations are respected. In order to do so, it keeps the budget for salary centralized. No salary or compensation will be paid out of the funds managed by the school.

Staffing plans are established for the Board Office in collaboration with senior staff of services and for each school in collaboration with the school principal.

The school principal may not create permanent positions through the use of the school's budget. Directors of Services must respect the adopted staffing plan.

Notwithstanding the above, each school principal, director of services and/or coordinator is recognized as the immediate supervisor for personnel of that school and service according to the organizational chart.

3.2 Professional Development

The budgets for professional development for teachers, professionals, and support personnel are administered by parity committees. For senior executives, senior staff of service and schools and management personnel: annual budgets are established by the School Board taking into consideration the local management policy and the School Board's budget.

The School Board may allocate additional financial resources for professional development activities for all categories of employment.

The budget for professional development for commissioners is voted annually and administered by the Council of Commissioners.

3.3 Expenses Related to Building Maintenance (operating budget)

Expenses for energy consumption, security, and safety, as well as general maintenance of buildings (such as painting, repairs to fences or to plumbing fixtures, etc.), are centralized through the Buildings & Equipment Services. An allocation for building maintenance is designated for each school annually for projects to be generally carried out during the summer. Having consulted their Governing Board, each principal, along with the Buildings & Equipment Services, decides on project priorities. The allocation for the 2015-2016 school year is attached under Appendix A.

3.4 Building Improvements and/or Major Renovations (capital projects - MELS "Aménagement et Transformation" (AMT) grants).

The Buildings & Equipment Services, in collaboration with school principals and Services directors, will oversee major renovation projects using the following criteria to determine priorities:

- Health, safety, and legal requirements;
- Pedagogical needs;
- Repair projects such as roofs, windows, and brick pointing;
- Electrical and mechanical equipment.

3.5 Corporate Expenses

The following items, among others, are dealt with centrally: audit fees, legal fees, public notices, annual insurance, association costs, upkeep of archives, rental of additional facilities for schools and the School Board office, transportation, corporate computerized applications, employee recognition measures, depreciation.

3.6 Department Budgets at the Board Level

Each department is allocated funds to cover expenses and services required to fulfill its obligations.

3.7 Council of Commissioners

Both the maximum number of commissioners and their maximum salary are established by law or by decree or by derogation from the MELS. Other Council of Commissioners' expenses are travel, election expenses, if applicable, professional development and other duties as sanctioned by the Council of Commissioners.

3.8 Furniture, Equipment, and Tools (capital grants MELS "Mobilier, appareillage, outillage" (MAO) grants)

Each school receives a per pupil allocation as outlined in Appendix C. The remaining portion of the MELS allocation for furniture, equipment, and tools is kept centrally by the School Board and will be distributed according to the following priorities:

- Board Office and school needs;
- In the event of a theft that is beyond the control of the school and that involves equipment essential for the delivery of educational services to students and bought through the School Board, the School's contribution will be as follows:
 - The choice of the equipment to be replaced will be at the discretion of the School Board;
 - The first \$200 of the replacement cost , per event, will be charged to the school's capital budget;
 - The total contribution of the school, per event, will not exceed one third (1/3) of the replacement cost, up to \$6 per student (based on the September 30 enrolment of the current school year) from the school's capital budget. The balance will be paid by the School Board's central fund. In extraordinary circumstances, other measures and/or other arrangements in addition or in substitution to those mentioned above may be considered

3.9 Repairs and maintenance of playground equipment

Each school receives an annual allocation for repairs and maintenance of playground equipment as determined in Appendix C.

3.10 Governing Boards, Parents' Committee, Special Needs Advisory Committee

The annual allocation for each of these bodies is shown in Appendix B. These budgets will be handled through the School Board's operations.

Each of these committees must adopt a balanced budget and be accountable to the School Board for its administration.

Section 66 stipulates that the governing board's budget for operating expenses, as determined in Appendix B, cannot include any other source of funds:

"The governing board shall adopt and oversee the administration of its annual operating budget and render an account thereof to the school board.

The budget must maintain a balance between expenditures, on the one hand, and the financial resources allocated to the governing board by the school board, on the other.”

Section 197 specifies that the Parents' Committee and the Special Needs Advisory Committee may not have other sources of revenue in their balanced budget:

“The parents' committee and the advisory committee on services for handicapped students and students with social maladjustments or learning disabilities shall adopt their annual operating budget, see to its administration and give an account thereof to the school board. The budget shall maintain a balance between the expenditures of each committee on the one hand and the financial resources allocated to each committee by the school board and each committee's own other revenues, on the other.”

4. EXPENSES COVERED BY DECENTRALIZED CREDITS

Schools are responsible for covering the following expenses from their budgetary allocations as shown in Appendix C:

4.1 Operating Budget

The budgetary codes used for school budgets (Fund 1) are listed in the table that follows. This list does not include certain expenditures and credits pertaining to special projects and appearing under other headings

CODE	HEADING	COMMENTS
11200-410	Preschool 5 Years Textbooks	Textbooks only
11200-414	Preschool 5 Years Teachers' Textbooks	Teachers' textbooks only
11200-419	Preschool 5 Years Teaching Material	Supplies for teaching (educational games, cards)
11200-514	Preschool 5 Years Fees other	Fees for teaching
12000-410	Elementary Education Textbooks	Textbooks only
12000-414	Elementary Education Teachers' Textbooks	Teachers' textbooks only
12000-419	Elementary Education Teaching Material	Supplies for teaching (flash cards, games, etc.)
12000-514	Elementary Education Fees other	Fees for teaching

CODE	HEADING	COMMENTS
13000-410	Secondary Education Textbooks	Textbooks only
13000-414	Secondary Education Teachers' Textbooks	Teachers' textbooks only
13000-419	Secondary Education Teaching Material	Supplies for teaching (science material, etc.)
13000-514	Secondary Education Fees other	Fees for teaching
13100-304	Work Oriented Training Path PWT	Travel (Teachers)
13100-401	Work Oriented Training Path PWT	Supplies
13100-512	Work Oriented Training Path PWT	Transportation
13100-514	Work Oriented Training Path PWT	Fees others
21110-305	Elementary School Admin. Travel admin. personnel	Travel (administration personnel)
21110-401	Elementary School Admin. Materials & Supplies	Material and supplies for administration (staples, pencils, envelopes etc.)
21110-504	Elementary School Admin. Dues & subscriptions	Administration dues & subscriptions
21110-514	Elementary School Admin. Fees Other	Administration fees
21110-517	Elementary School Admin. Notices & advertising	Administration notices & advertising
21110-810	Elementary School Admin. Discretionary Fund	Principal's discretionary fund
21120-305	Secondary School Admin. Travel admin. personnel	Travel (Administration personnel)
21120-401	Secondary School Admin. Material & Supplies	Material and supplies for admin. secretary & principal (staples, pencils, envelopes, etc.)
21120-504	Secondary School Admin. Dues & Subscriptions	Administration dues & subscriptions
21120-514	Secondary School Admin. Fees Other	Administration fees
21120-517	Secondary School Admin. Notices & advertising	Administration notices & advertising
21120-810	Secondary School Admin. Discretionary	Principal's discretionary fund
21200-401	Printing & Reproduction Material & Supplies	Paper for photocopier, printing letterhead, tests
21200-506	Printing & Reproduction Equipment Rental	Photocopier costs (rental)

CODE	HEADING	COMMENTS
22100-401	Libraries & Audio Visual Material & Supplies	Tapes, movies, tape to repair books, etc.
22100-415	Libraries & Audio Visual Library Books	
22100-504	Libraries & Audio Visual Subscriptions	Magazine subscriptions
21400-401	Telephone & Messenger Material & Supplies	Fax paper, etc.
21400-402	Telephone & Messenger Messenger	Mailing by courier
21400-405	Telephone & Messenger Stamps	
21400-514	Telephone & Messenger Fees other	Fees
21400-543	Telephone & Messenger Cellular	Cellular phones
22220-546	Computer Education Licenses & Software	Licenses & Software
23110-401	Guidance Material & Supplies	Tests, reference material, etc.
23120-401	Psychological Services Material & Supplies	Tests, reference material, etc.
23140-401	Special Education Material & Supplies	Teaching and reference material, etc.
23210-401	Spiritual Animation Material & Supplies	Reference material, etc.
23300-401	Health & Social Services Material & Supplies	Band aids, rubbing alcohol, etc.
27200-401	Sports, Cultural & Social Material & Supplies	Supplies
27200-512	Sports, Cultural & Social Transportation	Transportation during tournaments
27200-514	Sports, Cultural & Social Fees Other	Tournament registration, sports associations

Please note that the banking agreement with the *Caisse Desjardins Sillery-Saint-Louis-de-France* includes an administration fee. Therefore, in order to cover the cost of the administration fee, each school/centre will be invoiced a fixed annual amount of \$120 (\$10/month) plus a fixed per capita amount of \$1 per student. The number of students as of September 30, 2015 will be used to establish this charge.

4.2 Capital Budget

Capital budget items are those that have a life expectancy of more than one year, which will not be re-sold to parents and that will be used permanently for educational or administrative purposes.

The following is a non-exhaustive list of capital budget items: Furniture, equipment, tools, computers etc.

CODE	HEADING	COMMENTS
11200-630 11200-730	Preschool 5 Years Specialized Equipment	All equipment exclusively for the implementation of teaching activities
12000-630 12000-730	Elementary Educ. Specialized Equipment	All equipment exclusively for the implementation of teaching activities
13000-630 13000-730	Secondary Educ. Specialized Equipment	All equipment exclusively for the implementation of teaching activities
22220-620 22220-720	Computer Educ. Computer equipment	Hardware and equipment needed for data processing, including computers, printers and other peripherals, licenses and original versions of software.
22220-670 22220-770	Computer Educ. Multimedia equipment	Equipment used for telecommunication, radio communication, voice communication, image transmission and video communication. Ex. fax, overhead projector, television, DVD player, CD player, Smart board, projector
61000-610 61000-710	Furniture & Equip. Furniture	Assets that are intended and used for setting up or arranging the premises and that are not integrated as part of the building. Ex. Boards, chairs, tables, refrigerators, book-cases, filling-cabinets, curtains.
63000-790	Janitorial Services Equipment	Floor polisher

5. TIMELINE FOR THE ADOPTION OF THE BUDGET MANAGEMENT PROCESS AND BUDGET

January / February	Planning
February / March/April	Consultation <ul style="list-style-type: none"> • Administrative Council • Governing Boards (needs, services) • Teachers (needs, services) • Parents' Committee • Special Needs Advisory Committee • School Principals and management staff at a MAC Meeting
March to June	Budget preparation Information to schools for consultation
March / April	Adoption in principle by the Council of the Budget Management Process
May / June	Confirmation of the MELS budget rules and adjustments Governing Boards transmit adopted school budget to the Director General Presentation of provisional budget to Council
June or after	Public notice - place and date of budget adoption Presentation of final budget to Council for adoption

6. TIMELINE FOR THE ADOPTION OF THE STAFFING PLAN

January to April	Planning - draft staffing plans
March and April	Consultation <ul style="list-style-type: none"> • Council of Commissioners • School Principals and management staff at a MAC Meeting • Unions, as required by the collective agreements, as applicable
April	Presentation to the Council for the adoption of the provisional staffing plan
April, May and June	Communication of provisional allocations
June, July and August	Adoption of the final staffing plan Communication of the final allocations
January to April	Planning - draft staffing plans

**The staffing plan is not a subject of consultation for the Governing boards.*

APPENDIX A

SUMMER MAINTENANCE - MINOR REPAIRS TO BUILDINGS & GROUNDS

	<u>2015-2016 Allocation</u>
Basic Allocation	\$1,840.00
Additional Allocation per Sq. Metre	\$1.47

*Includes such items as painting, replacing or painting lockers, minor modifications to buildings, replacing carpets by tile, etc.

APPENDIX B

GOVERNING BOARDS, PARENTS' COMMITTEE, SEPCIAL NEEDS ADVISORY COMMITTEE

2015-2016
Allocation

Governing Boards

Basic allocation (for schools with less than 100 students) \$100.00
Per Pupil (non weighted) \$2.00

Parents' Committee

\$4,500.00

Special Needs Advisory Committee

\$2,300.00

APPENDIX C

DECENTRALIZED CREDITS

2015-2016
Budget

Decentralized Operating Budget for Schools

Basic Allocation*		\$2,880.00
Per Capita Applied to Weighted Enrolment		\$48.00
Kindergarten & Elementary:	1.00	
Secondary:	1.95	
Per Capita Applied to Secondary Students in the Work Oriented Training Path		
Pre Work Training:		
Year 1		\$172.00
Year 2		\$242.00
Year 3		\$438.00
Training leading to a semi-skilled trade:		\$278.00
Playground Equipment Repairs		\$400.00

Decentralized Capital Budget for Schools**

Basic Allocation		\$
Per Capita Applied to Weighted Enrolment		50.00
Kindergarten & Elementary:	1.00	\$48.00
Secondary:	1.95	

* Schools that offer Kindergarten to Secondary V are entitled to \$ 2,880 only, whether the school has two deeds of establishment or not.

** Includes such items as computers, furniture, and equipment for the school; also includes the contribution of the school for replacing equipment stolen from schools (as outlined in 3.8); excludes computers for professionals, as computers belong to the School Board.



COMMISSION SCOLAIRE CENTRAL QUÉBEC
CENTRAL QUÉBEC SCHOOL BOARD

**BUDGET MANAGEMENT PROCESS
2015-2016
Adult and Vocational Education
(Adopted August 19, 2015)**

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

Table of Contents

- 1. PREAMBLE AND PRINCIPLES FOR THE EQUITABLE DISTRIBUTION OF RESOURCES 3
- 2. ROLES AND RESPONSIBILITIES 8
- 3. EXPENSES COVERED AT THE SCHOOL BOARD LEVEL 11
- 4. EXPENSES COVERED BY DECENTRALIZED CREDITS 13
- 5. TIMELINE FOR THE ADOPTION OF THE BUDGET 16
- 6. TIMELINE FOR THE ADOPTION OF THE STAFFING PLAN 16
- APPENDIX A 17
- APPENDIX B 18
- APPENDIX C 19
- APPENDIX D 20

1. PREAMBLE AND PRINCIPLES FOR THE EQUITABLE DISTRIBUTION OF RESOURCES

1.1 Budget Management Philosophy

The School Board adheres to the principles of the Education Act. Therefore, it focuses on the autonomy, empowerment and accountability of centres while assuming the supervisory role ensuing from its responsibilities.

1.2 Organization's Values, Commitments, Motto

We value leadership, openness, and cooperation in a caring and learning environment.

Our objective is to integrate these values in each and every one of our daily actions.

Furthermore, our objective is to broaden and facilitate the understanding and the acceptance of our motto "Learning for All" through the orientations set forth in the Strategic Plan and Partnership Agreement.

1.3 Legal Framework of the Education Act

The main objective of the law is to reinforce the centre's role as the first entity responsible for pedagogical and administrative matters. The School Board Strategic Plan, Partnership Agreement and policies support this objective.

The School Board is a legal entity under public law whose mission is to instruct, socialize and provide qualifications as well as ensure that those students it oversees receive the educational services to which they are entitled by virtue of the Education Act.

Centres have no legal status. They have the power imparted to them by the law.

The School Board is the employer of the personnel required to operate the School Board and its centres.

The School Board is the owner of its buildings.

1.4 Principles for the Equitable Distribution of Resources

- a) The success of all students is at the centre of our deliberations and decisions.
- b) All students must have access to equitable services (educational and complementary) throughout the Board.
- c) Through its allocation of resources (budget and staffing plan), the School Board recognizes that the centre is distinct and different, and respects the centre's local organization of services, within the limits of collective agreements, regulations, School Board policies and budget constraints.
- d) The basis for annual budget and staffing allocations will be those granted by the Council of Commissioners.

- e) All budgetary allocations will be based on parameters, budget rules, and an estimate of expected activities.
- f) In exceptional circumstances, after review of appropriate documentation, allocations may be modified to reflect a given situation.
- g) Any interest, payment, fee charged or shortfall in earnings to the School Board due to a delay in remitting payment to the School Board or due to a centre's error in areas such as student files and attendance records, etc., will be charged to the centre's budget under to the following terms:
 - Reimbursement, in full, of the financial impact on a maximum of 2 school years.
 - The first year is considered to be the one following the financial error.
 - The full reimbursement must be done within the first year if the financial impact does not exceed 10% of the Centre Budget allocation that is provided to the concerned centre by the School Board.
 - However, the amount to be reimbursed to the School Board cannot exceed 10% of the Centre Budget allocation within those two years.
 - Other measures and/or other arrangements in addition or in substitution to those mentioned above may be considered.

1.5 Type of allocations (resources)

- Staffing allocation (1.5.1)
- Basic and operating allocations (1.5.2)
- Specific revenues generated by the centre (1.5.3)

1.5.1 Staffing allocation

- a) The School Board will annually establish staffing guidelines and parameters for the allocation of human resources to its centres and administrative services. With the exception of parents, senior staff, teachers, support staff and professionals will be consulted, as per the requirements of applicable regulations or collective agreements, will be consulted. The School Board reserves the right to adjust the staffing plan in accordance with the MELS parameters, CQSB budgetary and other constraints as well as specific allocations confirmed by the MELS.
- b) All clauses concerning non-transferability must be respected. Some staffing allocations may be used for purposes other than those originally intended with the approval of the Human Resources director, after consultation with the Administrative Council and within the limits of collective agreements, regulations and School Board policies. All requests for transferability must be made in writing to the Human Resources director who, after consultation, will ensure follow-up. Transfer of an allocation cannot result in increased cost to the School Board.

Each centre, where there is no vice-principal, will be required to name a Staff Assistant to its director for each sector (Adult and Vocational). Allocations for Staff Assistants are non-transferable and must not generate additional costs. Any request for the release of a staff assistant will be charged to the centre budget

- c) All staffing allocations must be used for human resources.
- d) Any resources in excess of the approved staffing allocation incurred by the centre will be charged to the centre. Normally, the School Board will advise centres as soon as possible of potential charges to their centre budgets.

1.5.2 Operations and Basic Allocations (Centre Budget)

(See appendices A, B and C on how some basic allocations are calculated. Section 4 includes examples of expenses that are included in the Centre Budget)

- a) Appendix C shows various basic allocations and their calculations.
- b) Surpluses of basic allocations may be used to cover deficits in other allocations but only during the same school year.
- c) The Centre is responsible to ensure a balanced budget coming from these allocations. Deficits coming from the basic allocations will be met by using the centre's specific revenues. (section 1.5.3)
- d) The Centre's operating allocation for General Education is based on the closed envelope that the MELS gives to the School Board for the school year.
- e) The Centre's operating allocation for Vocational Education is based on a forecast of the MELS activities for the up-coming school year and is adjusted to reflect the actual MELS EFT (equivalent full-time students) as of June 30 of the previous school year. It will also be adjusted throughout the year in the event that additional funding is received from a source other than the MELS and, therefore, not included in the original allocation.
- f) The Centre Principal will not allow a program to start without meeting the minimum required number of students as established in Appendix D without prior approval.
- g) In the case where a program begins with the required number of students but the number of students falls below that number during the program to the point where it has an important financial impact on the overall activities of Vocational Education, the Centre Principal will inform the Director General or the Director of Financial Services, and will take all measures possible to reduce costs.

1.5.3 Specific revenues generated by the Centre (Resale, Rental, Extra-Curricular Activities)

a) RESALE MATERIAL (WORKBOOKS)

Charges for these activities must be approved by the Governing Board.

Surpluses coming from resale activities may be used to cover deficits in other allocations or may be used as the center's contribution to matching grants.

Surpluses may not be carried over from one school year to the next as per MELS budgetary rules and Generally Accepted Accounting Principles (GAAP)

Any deficit coming from resale activities will be charged to the Centre's basic allocations (see 1.5.2 above) and/or the specific revenues.

Revenues derived from resale material will be remitted to the School Board according to the following schedule:

- From July 1 to December 31 are to be remitted by February 15
- From January 1 to March 31 are to be remitted by May 15
- From April 1 to June 30 are to be remitted by July 15

Before making a bank transfer from the Centre to the School Board's account, a written confirmation from the Centre principal will be required (e-mail is acceptable).

b) RENTAL

For purposes of revenue generation, a centre building may contain two categories of premises as defined in the Deed of Establishment: Centre premises, those areas determined by the School Board to be necessary for use by the Centre in fulfilling its educational mission, and non-centre premises, the remaining areas of the building. Revenues generated from the rental of centre premises are deposited in the centre's bank account. Revenues generated from the rental of non-centre premises go to the School Board.

The revenues generated from the rental of centre premises can be used to cover any deficits in allocations or any matching grant required contribution but cannot be carried over from one school year to the next.

c) EXTRA-CURRICULAR ACTIVITIES

All extra-curricular activities revenues (fund raising, centre social activities, etc.) generated by the Centre will be credited to that Centre's account.

Revenues generated for these activities, may not be used to cover deficits generated in any other allocations nor as the required contribution for any matching grants.

Any deficit coming from extra-curricular activities will be charged to the Centre's basic allocations (see 1.5.2 above) and/or the specific revenues.

1.5.4 Deferred revenues

According to Generally Accepted Accounting Principles (GAAP), revenues may be carried over from one school year to the next as long as the three following conditions are met:

- 1) A specific clause leaving the School Board with little or no discretionary power regarding the use of the transferred resources;
- 2) A time-dependent future clause leaving the School Board with little or no discretionary power regarding the period or periods during which the revenues received may be used or spent;
- 3) Accountability clauses requiring ongoing supervision of the execution with incidental consequences in the event of non-compliance with transfer conditions, such as the reimbursement of the transferred resources.

Revenues which a centre wants to carry over to the next school year must be documented by the centre director. The document (memo or email) must be submitted to the Director of Financial Services by August 15 at the latest and explain the reasons why the remaining revenues at the end of the school year have to be carried over to the next school year by stating how the three conditions mentioned above are met. In order to do this the school principal should answer the three following questions:

- 1) Will the revenues be used for the same purpose they were raised for?
- 2) Will the money be used within an established timeframe?
- 3) What will happen to the remaining revenues once that the established timeframe has expired?

2. ROLES AND RESPONSIBILITIES

2.1 Council of Commissioners

- a) Redistribute financial resources as stated in Section 275 of the Education Act:

“After consulting with the governing boards and the parents’ committee, the school board shall establish objectives and principles governing the allocation of subsidies, school tax proceeds and its other income among its educational institutions.

The allocation shall be carried out in an equitable manner and reflect the needs expressed by the institutions and the social and economic disparities with which they must contend, the partnership agreement between the school board and the Minister and the management and educational success agreements between the school board and the institutions.

The allocation shall include amounts for the operation of governing boards and amounts to meet the needs of the school board and its committees.

The school board shall make public the objectives and principles governing the allocation and the criteria used to determine the amounts allocated.”

- b) Approve and adopt the initial School Board budget and approve budgets submitted by the governing board of each centre;
- c) Analyze and adopt the revised budget;
- d) Give notice of sitting where the budget is to be studied as stated in Section 278 of the Education Act:

“Before adopting its budget, every school board shall give a public notice of at least 15 days of the date, time and place of the sitting of the council of commissioners at which its budget is to be studied.”

2.2 Director General and/or Administrative Council

- a) Promote the philosophy of the budgetary process;
- b) Establish budgetary orientations and priorities taking into consideration the Strategic Plan, Partnership Agreement and Management and Educational Success Agreements and the MELS budgetary rules and parameters;
- c) Develop the consultation calendar (see page 16);
- d) Ensure the budget is redistributed in an equitable fashion while respecting the School Board's Strategic Plan, the Education Act, the MELS budget rules and the School Board budget parameters;
- e) Approve the Governing Board budget;

- f) Recommend the adoption of the School Board budget;
- g) Study and submit the year-end financial statements to the Council of Commissioners as stated in Section 286 of the Education Act:

“Once the financial activities have been audited, the director general shall submit the financial statements of the school board and the external auditor's report to the council of commissioners at its first sitting following by at least 15 days the date of receipt of the report.”

As stated in sections 286 and 287 of the Education Act:

“The Secretary General shall give public notice of the date, time and place at which the financial statements will be submitted to the Council of Commissioners.

At least, one week prior to this meeting, the Director General will publish a summary of the annual financial statements of the School Board.”

2.3 Centre Principal

- a) Adhere to the principles and provide recommendations on the Budget Management Process;
- b) Assess needs in the Centre and consult centre staff in accordance with Sections 96.20 and 110.13 of the Education Act:

“Sections 96.20 to 96.26, except the second paragraph of section 96.21, adapted as required, apply to the principal of a Centre.”

“After consulting with the centre staff, the principal shall inform the school board, on the date and in the form determined by the school board, of the needs of the school in respect of each staff category and of the professional development needs of the staff.”

- c) Consult Governing Board as stated in Section 96.22 of the Education Act:

“After consulting with the governing board, the principal shall inform the school board of the requirements of the centre as regards goods and services, and of any required improvement, equipment, construction, conversion or repair of the premises or immovables placed at the disposal of the centre.”

“Goods and services” Refers to any budget item or need, excluding the management of human resources in the centre. Therefore, discussion should centre on the needs for services for students as defined by the educational project and school success plans; i.e. security measures for the centre, students need more help choosing a career path, etc.”

- d) Analyze the Centre's budget envelope taking into consideration financial guidelines from the Governing Board, the Centre's policies, objectives, success plan, and management and educational success agreement, prepare distributions of allocated resources, excluding allocations for Human Resources, and submit to Governing Board for adoption then submit to School Board for approval in accordance with Section 96.24 of the Education Act:

"The principal shall prepare the annual budget of the Centre, submit it to the Governing Board for adoption, administer the budget and render an account thereof to the Governing Board.

The budget must maintain a balance between expenditures, on the one hand, and the financial resources allocated to the Centre by the School Board and the Centre's own revenues, on the other.

The approved Centre budget shall constitute separate appropriations within the School Board's budget, and the expenditures for that Centre shall be charged to those appropriations.

At the end of every school year, the Centre's surpluses shall be transferred to the School Board. However, the surpluses must be added to the Centre's appropriations for the following fiscal year if the management and educational success agreement entered into under section 209.2 of the Education Act so provides.

If a Centre closes, the Centre's surpluses and funds shall be transferred to the School Board."

- e) Administer budgets within parameters (including ensuring proper accounting coding of all expenses made by the Centre) while following up with the Governing Board and the Director General. An annual report (Centre budget, capital, special funds) must be submitted to the Governing Board for adoption and be forwarded to the School Board by November 15.

2.4 Governing Board

- a) Advise the principal on the needs of the Centre, as stipulated in Section 96.22 of the Education Act;
- b) Analyze and adopt the Centre's annual budget as stated in Section 110.4 of the Education Act, taking into consideration the Centre's policies, objectives, success plan and management and educational success agreement;

"Sections 80 to 82 and 93 to 95, adapted as required, apply to the governing board of a centre."

"The governing board is responsible for adopting the centre's annual budget proposed by the principal, and shall submit the budget to the school board for approval."

- c) Submit through the Centre principal, the Centre's annual budget for approval by the School Board (via the Director General or the Director of Financial Services).

2.5 Management Advisory Committee (MAC)

Be consulted during the budget management process in accordance with collective agreements, the Education Act, and the Regulation respecting the working conditions of senior staff of schools.

3. EXPENSES COVERED AT THE SCHOOL BOARD LEVEL

3.1 Human Resources in Centres and the Board Office

As sole employer, the Central Québec School Board must ensure that all of its legal obligations are respected. In order to do so, it keeps the salary centralized. No salary or compensation will be paid out of the funds managed by the school.

Staffing plans are established for each centre in collaboration with the Centre director. The centre director may not create permanent positions through the use of the Centre's budget. The centre director must respect the adopted staffing plan.

Notwithstanding the above, each centre director and director of services and/or coordinator is recognized as the immediate supervisor for personnel of that centre and service according to the organizational chart.

3.2 Professional Development

The budgets for professional development for teachers, professionals, and support personnel are administered by parity committees. For senior executives, senior staff of service and centre and management personnel, annual budgets are established by the School Board taking into consideration the local management policy and the School Board's budget.

The School Board may allocate additional resources for professional development activities for all categories of employment.

3.3 Expenses Related to Building Maintenance (operating budget)

Expenses for energy consumption, security, and safety, as well as general maintenance of buildings (such as painting, repairs to fences or to plumbing fixtures, etc.), are centralized through the Buildings & Equipment Services. An allocation for building repairs is designated for each centre annually for projects to be generally carried out during the summer. Having consulted the Governing Board, each principal, along with the Buildings & Equipment Services decides on project priorities. The allocation for the centre for the 2015-2016 year is attached under Appendix A.

3.4 Building Improvements and/or Major Renovations (capital projects – the MELS “*Aménagement, Modification et Transformation*” (AMT grants)

Buildings & Equipment Services in collaboration with the Centre principal and Services directors will oversee major renovation projects using the following criteria to determine priorities:

- Health, safety, and legal requirements;
- Pedagogical needs;
- Repair projects such as roofs, windows and brick pointing;
- Electrical and mechanical equipment.

3.5 Corporate Expenses

The following items, among others, are dealt with centrally: audit fees, legal fees, public notices, annual insurance, association costs, upkeep of archives, rental of additional facilities for schools, centres and the School Board office, transportation, corporate computerized applications, employee recognition measures, depreciation.

3.6 Board Services Budgets

Each Board service is allocated funds to cover expenses and services required to fulfill its obligations.

3.7 Council of Commissioners

Both the maximum number of commissioners and their maximum salary are established by law or by decree or by derogation from the MELS. Other Council of Commissioners' expenses are travel, election expenses, if applicable, professional development and other duties as sanctioned by the Council of Commissioners.

3.8 Furniture, Equipment, and Tools (capital grants – the MELS “*Mobilier, appareillage, outillage*” (MAO) grants)

The centre receives an EFT (equivalent full-time) allocation as outlined in Appendix D.

In the event of a theft that is beyond the control of the Centre and that involves equipment essential for the delivery of educational services to students and bought through the School Board, the Centre's contribution will be as follows:

- The choice of the equipment to be replaced will be at the discretion of the School Board.
- The first \$200 of the replacement cost, per event, will be charged to the Centre's capital budget;
- The total contribution of the Centre, per event, will not exceed one-third(1/3) of the replacement cost, up to \$6 per equivalent full time student, based on the previous year, from the school's capital budget.

3.9 Governing Boards

The annual allocation for that body is shown in Appendix B. This budget will be handled through the School Board's operations.

The Governing Board must adopt a balanced budget and be accountable to the School Board for its administration.

Section 108 of the Education Act stipulates that the Governing Board's budget for operating expenses, as determined in Appendix B, cannot include any other source of funds.

“Sections 57 to 60 and 62 to 73, adapted as required, apply to the operation of the Governing Board of a centre. “

4. EXPENSES COVERED BY DECENTRALIZED CREDITS

Centres are responsible for covering the following expenses from their budgetary allocations as shown in Appendix C:

4.1 Operating Budget

The budgetary codes used for centre budgets (Fund 1) are listed in the table that follows. This list does not include certain expenditures and credits pertaining to special projects and appearing under other headings

CODE	HEADING	COMMENTS
14***-401	Vocational Education Material & Supplies	Supplies for all vocational courses
14***-410	Vocational Education Textbooks	Textbooks only
14***-414	Vocational Education Teachers' Textbooks	Teachers' textbooks
14***-514	Vocational Education Fees other	Expenses for various activities
18***-401	General Education Material & Supplies	Supplies for all general education courses
18***-410	General Education Textbooks	Textbooks only
18***-504	General Education Dues & Subscriptions	Magazine subscriptions
18***-514	General Education Fees Other	Expenses for various activities

CODE	HEADING	COMMENTS
21120-401	School Administration Material & Supplies	Supplies, secretary & principal (staples, pencils, envelopes, etc.)
21120-514	School Administration Fees Other	Expenses for various activities
21120-810	School Administration Miscellaneous	Principal's discretionary fund
21200-401	Printing & Reproduction Material & Supplies	Paper for photocopier, printing letterhead, tests
21200-506	Printing & Reproduction Equipment Rental	Photocopier costs (rental)
22100-401	Libraries & Audio Visual Material & Supplies	Tapes, movies, tape to repair books, etc.
22100-415	Libraries & Audio Visual Library Books	
22100-504	Libraries & Audio Visual Dues & Subscriptions	Magazine subscriptions
22220-401	Computer Education Material & Supplies	Peripherals, paper for printers, etc.
22220-403	Computer Education Supplies	For repairs to equipment
22220-513	Computer Education Maintenance & Repairs	Labour for repairs to equipment
22220-546	Computer Education Licenses & Software	
23100-401	Guidance Material & Supplies	Tests, reference material, etc.
21400-401	Telephone & Messenger Material & Supplies	Fax paper, etc.
21400-402	Telephone & Messenger Messenger	Mailing by courier
21400-405	Telephone & Messenger Stamps	
21400-543	Telephone & Messenger Cellular	Cellular phones

Please note that the agreement regarding our bank services with the *Caisse Desjardins Sillery-Saint-Louis-de-France* includes administrative expenses. Each school and center will be charged a fixed annual amount of \$ 120 (\$10/month) plus an annual amount equivalent to \$ 1 per student (EFT) to cover the administrative costs. The clientele of the previous year serves as a reference in this case.

4.2 Capital Budget

Capital budget items are those that have a life expectancy of more than one year, which will not be re-sold to parents and that will be used permanently for educational or administrative purposes.

The following is a non-exhaustive list of capital budget items: Furniture, equipment, tools, computers etc.

CODE	HEADING	COMMENTS
14***-630 14***-730	Formation Professional Specialized Equipment	All equipment exclusively for the implementation of teaching activities
18***-630 18***-730	Formation General Specialized Equipment	All equipment exclusively for the implementation of teaching activities
22220-620 22220-720	Computer Education Computer equipment	Hardware and equipment needed for data processing, including computers, printers and other peripherals, licenses and original versions of software.
22220-670 22220-770	Computer Education Multimedia equipment	Equipment used for telecommunication, radio communication, voice communication, image transmission and video communication. Ex. fax, overhead projector, television, DVD player, CD player, Smart board, projector
61000-610 61000-710	Furniture & Equipment Furniture	Assets that are intended and used for setting up or arranging the premises and that are not integrated as part of the building. Ex. Boards, chairs, tables, refrigerators, book-cases, filling-cabinets, curtains.
63000-790	Janitorial Services Equipment	Floor polisher

5. TIMELINE FOR THE ADOPTION OF THE BUDGET

January / February	Planning
February / March/April	Consultation <ul style="list-style-type: none"> • Administrative Council • Governing Boards (needs, services) • Teachers (needs, services) • Centre Principal
March to June	Budget preparation Information to centre for consultation
March / April	Adoption in principle by the Council of the Budget Management Process
May / June	Confirmation of the MELS budget rules and adjustments Governing Boards transmit adopted centre budget to the Director General Presentation of provisional budget to Council
June or after	Public notice - place and date of budget adoption Presentation of final budget to Council for adoption

6. TIMELINE FOR THE ADOPTION OF THE STAFFING PLAN

January to April	Planning - draft staffing plans
March and April	Consultation <ul style="list-style-type: none"> • Council of Commissioners • Centre Principal at a MAC Meeting • Unions
April	Presentation to the Council for the adoption of the provisional staffing plan
April and May	Communication of provisional allocations
June, July and August	Adoption of the final staffing plan Communication of the final allocations

**The staffing plan is not a subject of consultation for the Governing boards.*

APPENDIX A

SUMMER MAINTENANCE - MINOR REPAIRS TO BUILDINGS & GROUNDS

	<u>2015-2016 Allocation</u>
Basic Allocation	\$1,840.00
Additional Allocation per Sq. Metre	\$1.47

*Includes such items as painting, replacing or painting lockers, minor modifications to buildings, replacing carpets by tile, etc.

APPENDIX B

GOVERNING BOARDS, PARENTS' COMMITTEE, SEPCIAL NEEDS ADVISORY COMMITTEE

2015-2016
Allocation

Governing Boards

General Education and
Vocational Education

\$225.00

APPENDIX C

DECENTRALIZED CREDITS

2015-2016
Budget

Decentralized Operating Budget for Centres

Per Capita Applied to
EFT (equivalent full-time students)

General Education EFT based on MELS parameters	\$69.00
Vocational Education EFT based on budget forecast	\$131.00

Decentralized Capital Budget for Centres*

Allocation per EFT	
General Education	\$42.90
Vocational Education	Varies based on program registration

* Includes such items as computers, furniture, and equipment for the school; also includes the contribution of the school for replacing equipment stolen from schools (as outlined in 3.7); excludes computers for professionals, as computers belong to the School Board.

APPENDIX D

MINIMUM NUMBER OF STUDENTS TO START A PROGRAMJ

Decentralized Operating Budget for Centres	Hours	Students
5817 - DEP Home Care & Family & Social Assistance	960	15
5764 - ASP Starting a Business	330	0
5783 - DEP Hotel Reception	735	16
5821 - DEP Professional Sales	900	13
5712 - DEP Secretarial Studies Program	1485	16
5731 - DEP Accounting	1350	16
5825 - DEP Health Assistance and Nursing	1800	15
5816 - DVS Assistance in Health Care Facilities	750	15

See page 2, Section 1.4 - j) Principles for the equitable distribution of resources.

It is understood that if the EFT in one program is more than the minimum designated, this could help another program that has less than the minimum EFT required to start it. In some cases, the School Board could consider awarding an allocation for small groups so that groups with a number of students less than the above mentioned minimum number may start.