

Employees Newsletter

September 4, 2013



MESSAGE FROM THE DIRECTOR GENERAL ANNIE POPERT

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NEW EMPLOYEES

With the end of the summer holidays, let me start by wishing you all a warm welcome to the School Board and to our schools. I hope your summer was restful and fun, leaving you full of energy to start the new school year.

Earlier this year, the Council of Commissioners approved some important changes to the structure of the School Board. I would like to inform you about them, as they are currently reflected in our operations and organizational chart.

They consist of the following main elements:

1. All the departments of the school board will now be reporting directly to the Director General, including the Education Services and School operations.
2. The position of Assistant-Director General was brought within the office of the Director General. As a result, the Director General and the Assistant-Director General will now share

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joint management responsibilities over a unified structure.

3. The Complementary Services and the Information Technologies were both integrated into the Education Services.

The new structure of the School Board can be viewed on our website.

As these changes enter into force, I am confident that they will contribute to clearer lines of communication within the School Board.

Those of you who were with us last year are aware that Rita Novalinga joined the Kativik School Board in April 2013, as Assistant Director General.

Rita and I will be sharing all management responsibilities. We have agreed on a division of labour according to which Rita will be responsible for General administration, Post-Secondary Education, Material Resources, Warehouse and Transport.

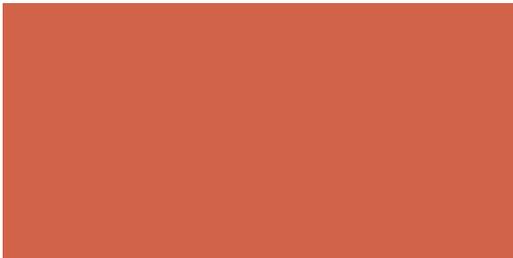
I will be responsible for School Operations, Education Services, Adult Education, Finance, Technical Services, Human resources and Payroll. I will be based in Kuujjuaq while Rita will take up her duties at our Montreal office

This division of labour was also approved by the Council of Commissioners during its meeting of June 25-27.

I look forward to seeing all the teachers and school principals during our Regional Pedagogical Days in October.



HUMAN RESOURCES & PAYROLL



Employee & Family Assistance Program (EFAP)

As of July 1st, KSB has a new EFAP provider: Shepell-fgi. This program is available to KSB employees and their families and is 100% confidential. The program promotes better health and well being through the following services: short-term professional, counseling, family support, legal support, financial support, naturopathy, nutrition, health coaching and specialized counseling and online programs.

If you need help, call 1-800-387-4765 or TTY: 1-877-338-0275

Disability Management

As of September 2013, KSB employees suffering from an injury or illness will be able to benefit from the individual support of specialists offered by Organizational Solutions Inc. (OSI).

In coordination with each KSB employee, their treating physician and HR, OSI's professional healthcare providers will develop an action plan to help employees manage their disability leave and facilitate their eventual return to work.

Professional Development

KSB offers support to all its employees interested in professional development opportunities. Depending on which professional category you belong to, different types of support are available, with specific requirements. These are detailed in the following Administrative Directives, available on our website: HR-14 (teachers), HR-15 (non-teaching professionals), HR-16 (support staff).

Communication with our Department

If you want to obtain information about the HR and Payroll department, please consult our website. When contacting us for direct inquiries, make sure you use your official KSB e-mail address. In addition, for matters affecting the

daily school operations, please copy your immediate supervisor on all written communication with us.

The documents contained in your HR file

The School Board maintains a personal file for each of its employees. This file contains the documents that you have provided us or the communications that we have sent you. However, you must also keep a personal copy of all the documents you give us.

Absent? I notify my immediate supervisor

Do you plan to be absent from work? You must notify your immediate supervisor (Collective agreements, Teachers: 5-11.01 (E4) / Support staff: 8-7.01 (S9) / Professionals: 8-4.01 (P4)).

Medical appointments

Routine medical or periodic dental appointments (in particular if you are based in Nunavik and your appointments are in the South) must be taken, as much as possible, during the

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scheduled regular holidays in the school calendar.

We suggest that you plan these appointments as early as possible so as to reduce your absences from work, in particular during the periods around the start and the end of the school vacation.



GENERAL ADMINISTRATION



Recognizing employees who completed 10, 20 and 30 years of service with the School Board

By Kaudjak Padlayat

In the past, the Kativik School Board (KSB) used to send a yearly memo, asking each employee to determine if they qualified to receive a 10, 20 or 30-year service award. Employees who thought they qualified were responsible for informing the Public Relations office themselves.

This procedure was changed in September 2012, when the Council of Commissioners amended the Directive on Recognition of Employees and Elected Representatives (ADM-05, available on KSB website).

At the beginning of each school year, the Public Relations office now requests a list of eligible employees from Human Resources (HR). The employees are identified by HR, based on the specific criteria detailed in the Directive.

The Evie Ikidluak award for example, is an artwork presented to employees who completed 10 years of continuous service with the School Board. In other words, 10 years **without having resigned** from your position as a full-time or a part-time employee.

The calculation of your years of service will be interrupted (not canceled), in the following instances. Any leave of absence for more than 6 months, a layoff of less than 24 months and a disability leave exceeding 6 months will interrupt the continuous service of an

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employee. Meaning that, for example, a leave of absence of 7 months would not count as time of service. Please, note that parental leave does not interrupt the continuous service of an employee.

When receiving the list of eligible employees from HR, the Public Relations office coordinates the award production and gift certificate purchase, as applicable, (no amount of money is given in cash to employees). The service awards are usually presented to employees before the Christmas holidays.

Awards:

1. The Evie Ikidluak award: 10-year service award, the employee receives an artwork.
2. The Mitiarjuk Nappaaluk award: 20-year service award, the employee receives a hanging plaque and a \$400 gift certificate from any stores of his or her choice. We do not give money.
3. The Elisapee Tukkiapik award: 30-year service award, the employee receives a plaque and a \$600 gift certificate from any store of his or her choice.

For more information on qualifying for one of the service awards, please read the Directive on Recognition of Employees and Elected Representatives (ADM-05) or contact Human Resources to find out how many years of continuous service you have.

STEERING COMMITTEE

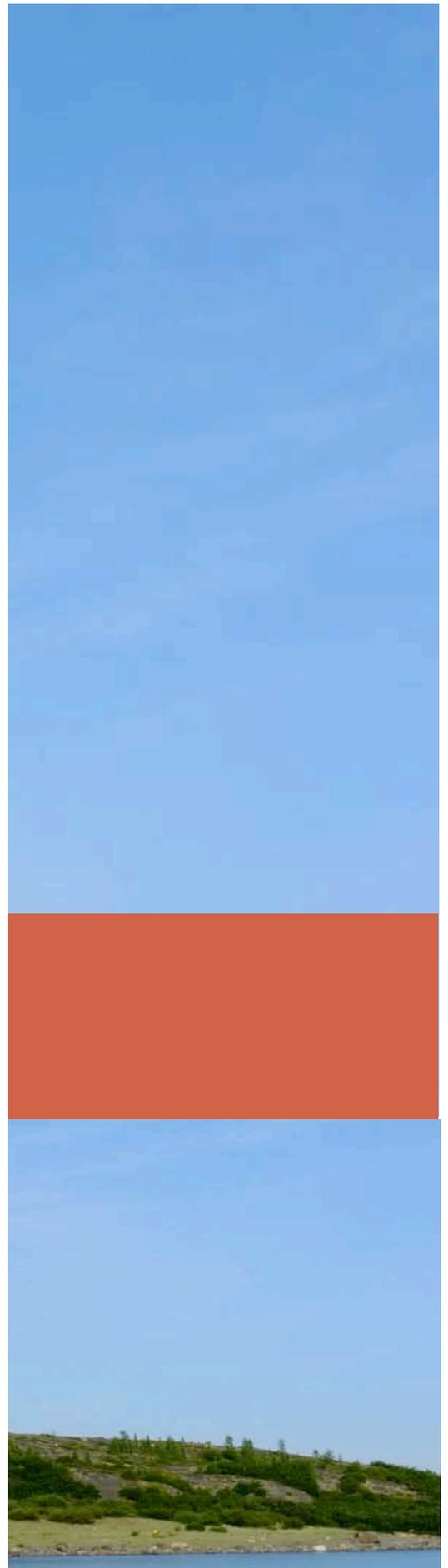
Compassionate Schools... Does that mean no more punishment?

By Daisy Kwong and Luc Paquet

Yes, but it doesn't mean no more consequences.

As a School Board, our objective is to equip staff with resources and tools that they can use to review school policies and procedures in order to create a more effective learning environment. In recognizing the reality of some of our students' experiences, the Compassionate Schools pilot project seeks to raise awareness of how trauma can impact the brain and thus, the learning process and students' behaviour.

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You cannot
teach the mind
until you reach
the heart.

We know that learners cannot meet academic goals until their more basic emotional and physical human needs are met. In other words, an emotionally distressed or hungry student may be dealing with life circumstances that make it difficult to prioritize the day's math lesson.

In this perspective, the implementation of a compassionate approach translates into the following expected outcomes:

1. The maintenance of high expectations and the support of achievement by empowering students to make good choices in their lives.
2. The implementation of a safe, consistent, predictable, and positive school climate that will support academic achievement and social, emotional, and behavioural development.
3. The enhancement of teachers' classroom management skills. For

example, we know that "Get Tough" practices like punishment do not work for many students. Instead, such approaches can lead to negativity, pessimism, anger and hopelessness. Ignoring the root of such problems does not work either. The compassionate approach proposes interventions based on positive reinforcement, and the practice of more deeply informed and compassionate strategies in teaching and when responding to problem behaviours.

In addition to its focus on students, the project offers concrete support to teachers working in a demanding environment, where unbeknownst to them, they may be dealing with the repercussions of trauma in some of their students on a daily basis.

In recognizing the importance of a comprehensive approach beyond students and teachers, the project targets the educational community at large

(school staff, support staff, etc.).

We are glad to have been approached by a number of schools wanting to implement this philosophy.

Since August 2012, three of our schools have been implementing a compassionate approach as part of the pilot project: Pitakallak (Primary school, Kuujjuaq), Jaanimmarik (Secondary school, Kuujjuaq) and Ulluriaq (Primary and Secondary levels, Kangiqsualujjuaq).

For the 2013-2014 school year, two new schools will be included in the pilot project: Kiluutaq (Primary and Secondary levels, Umiujaq) and Arsaniaq (Primary and Secondary levels, Kangiqsujuaq).

**Compassion: to feel the suffering of others and act to remedy it.*

ADULT EDUCATION & VOCATIONAL TRAINING

In August, amidst preparations for the new school year, the Adult Education Department has been saying goodbye to its Director, Judith Côté. She will be missed and wish her all the best in her endeavors.

We started the year with pedagogical days on August 19-20. Over the course of these two days, teachers, centre directors and pedagogical counselors had the opportunity to meet and exchange. They attended workshops on student files, the use of KSB inventory system and smart boards. A visit to John Abott College was also organized,

along with presentations on HR and public relations.

This fall, the following courses will be offered by our department:

- Kajusivik, Kuujjuaq: general education (Sept. 9-Jun. 19) and automotive mechanics (Aug. 26-May 8).
- Qaunnaq, Salluit: general education (Aug. 26-May 8).
- Pre-college, Kangiqsujuaq (Aug. 26-May 8).
- Puvirnituq Adult Education: general education (date to be confirmed).
- Nunavimmi Pigiursavik,

Inukjuak: general education, plumbing/heating, carpentry/joinery, jewelry, desktop publishing, heavy equipment mechanics (Aug. 26-May 8) and computer support (date to be confirmed)

- Kuujjuaraapik Adult Education: general education (Aug. 22-Jun. 19).
- Youth Detention Centre, St-Jerome: general education (Aug. 22-Jun. 19).

WHAT'S UP IN OUR SCHOOLS?

Following the meeting of the Schools Administrators in Mont Gabriel (Aug. 5-9) and the Teachers Orientation Week in Kuujjuaq (Aug. 12-16), Nunavik schools started operating on August 19, 2013. With schedules varying from community to community, schools opened their doors to students between August 20th and 22nd.

Most Nunavik schools have held their usual outdoors activities and picnics with the community to celebrate the start of the new school year and welcome new school staff. The specific activities organized during the first two months of the school year will be documented in the first issue of Anngutivik (October 2013).



EDUCATION SERVICES



Regional Pedagogical Days

In October, KSB Education Services will be organizing regional pedagogical days for all KSB teachers. The activity will be provided to teachers of the Ungava coast from Oct. 7 to 11, in Kuujjuaq. It will be repeated for teachers of the Hudson Bay coast from Oct. 21 to 25 in Puvirnituk.

The objective of the workshops is to provide teachers with additional teaching tools, information and support. The meeting amongst peers also aims at facilitating formal and informal exchanges on best practices related to various aspects of classroom management and teaching strategies.

This year, the regional meeting will focus on differentiated instruction. Workshop time will be allocated to introduce this teaching method, which is based on the concept that each student comes to school, not only with unique academic needs, but also with unique background experiences, language, personality, interests, and attitudes toward learning. Effective teachers recognize that all of these factors affect how students learn in the classroom, and they adjust, or differentiate, their instruction to meet students' needs.

In addition, teachers will also participate in workshops related to KSB programs with KSB pedagogical counselors.

In the course of the up-coming weeks, teachers will receive more information on the Regional Pedagogical Days through their School Principal.

You will be missed... We wish you a happy retirement!

RETIREMENTS

Bruna Mastroianni who spent 33 years with us and completed her Kativik career at the Adult Education Department;

Elisapee Tukkiapik who retired after 42 years of service as an Inuktitut teacher and completed her career at Jaanimmarik School, Kuujjuaq;

Tilli Aupaluk who retired after 31 years of service as an Inuktitut teacher and completed her career at Iguarsivik School, Puvirnituk.

DATES TO KEEP IN MIND

September 15, 2013: All requests for funding from teachers wishing to attend conferences between October and December 2013 must be received by HR by September 15, 2013 at the latest. See Administrative Directive HR-14, art. 5.1 to 5.6.

September 25, 2013: Deadline for submission of articles and pictures for the Anngutivik issue of October 2013.

September 16-17, 2013: Compassionate School workshop at Arsanik School in Kangiqsujuaq.

September 19-20, 2013: Compassionate School workshop at Kiluutaq School in Umiujaq.

September 23-24, 2013: Compassionate school workshop for the new teachers from Ulluriaq, Pitakallaq and Jaanimarik schools.

September 25-26, 2013: Compassionate school workshop for Education Services in Kuujjuaq.

October 7-11, 2013: Regional Pedagogical Days in Kuujjuaq, for teachers of the Ungava Coast.

October 21-25, 2013: Regional Pedagogical Days in Puvirnituq, for teachers of the Hudson Bay coast.

NEW EMPLOYEES

A crew of **37 new teachers and education professionals** from Quebec and other Canadian provinces joined the Kativik School Board in August. They will be working in schools of all Nunavik communities. Welcome on board!

Adult Education extends a warm welcome to the new members of its team:

- **Christopher Mount**, who will be teaching the general education curriculum at the Centre de Détention de St-Jérôme;
- **Dave Bouffard**, who will be teaching the general education curriculum at Kajusivik, Kuujjuaq;
- **Marianne Hsieh and Lucie Thibault**, who will be teaching the pre-college curriculum in Kangirsujuaq;

- **Anne-Claire Bonenfant** who will be animating student life at the Student Residence in Kangirsujuaq.

- **Hélène Sabatié**, who will be teaching the general education curriculum at Nunavimmi Pigiursavik, Inukjuak.

New school principals will also be taking up their functions in the communities of Inukjuak and Kangiqsujuaq. **Nathalie Mercier** was appointed to the position of Principal at the Innalik School, Inukjuak. She has worked as a teacher at Innalik School for the past 10 years. She replaces Paul Bourassa, who retired this summer.

Eric Olsthoorn was appointed to the position of Principal at the Arsaniq School, Kangiqsujuaq. He replaces Kassandra Churcher who accepted a position with the School Board's School Operations department.

Kassandra Churcher, was appointed to the regional position of Coordinator of Schools, School Operations department. She joined the School Board in 2011, to work as a School Principal in Kangiqsujuaq.



Anything you would like to read in our next issue?

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