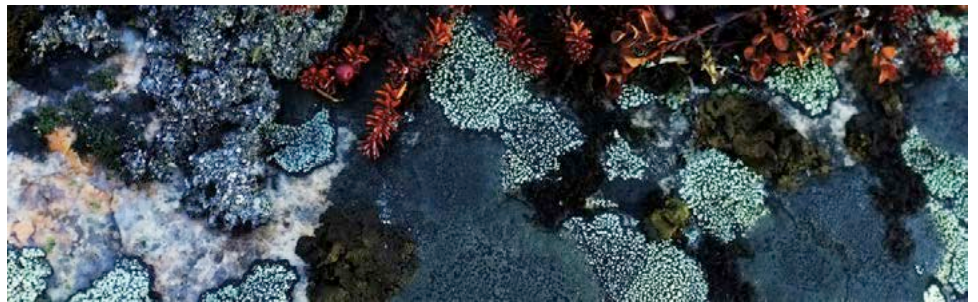


# Employees' Newsletter

February 2015



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## MESSAGE FROM DIRECTOR GENERAL ANNIE POPERT

From February 2 to 6, the Kativik School Board will be celebrating Teacher Appreciation Week.

I want to take this opportunity to thank all our education professionals who devote their time and energy to Nunavik students. Your dedication and the amazing work you do in our classrooms are invaluable.

Special words of encouragement also go to our teachers and teacher trainees who are themselves pursuing their education while working with the School Board. Your perseverance is truly inspiring.

Similarly, I would like to express the School Board's gratitude towards all the support staff. Each of you, secretaries, bus drivers, behaviour technicians, janitors and many others are essential to the good conduct of our daily operations.

Thank you for all the great work you do!

# HUMAN RESOURCES AND PAYROLL

## Employee Payroll Services

A small Inukshuk icon is available for your convenience on the home page of the Kativik School Board (KSB) [Website](#). There, you can access the employee services' page and login to consult your pay stubs, T4s and other relevant documents online.

## A reminder for the new year

If you expect to take some time off away from work, you must contact your immediate supervisor beforehand. This practice enables to better schedule and to organize the services to students during your absence.

If you cannot reach your immediate supervisor, it is your responsibility to contact him or her at your the earliest opportunity.

Note also that when you are back to work, you might have to provide a medical note to justify your absence.

## Food Cargo Costs

The reimbursement of 66% of your food cargo transportation costs will be issued on **March 5, 2015** (pay # 18).

## Tax slips

Tax slips will be sent to all employees by the end of February, along with a benefits listing document.

\* Reminder: it is important that you join the listing document to the income tax report you file with the provincial and federal governments.

## Professional Improvement Funds for teachers

At the School Board, there are funds for professional improvement available to teachers who wish to upgrade their knowledge, skills and abilities as educators (directive [HR-14](#) on our KSB's website).

**Plan A – Scholarship Funds:**  
Request should be sent **to Human Resources before February 1st** – Decisions are made by March 1st.

**Plan C – Conference and workshops:**

- For conference between January and May – requests must be in **by December 10th**.
- For conference between June and September – Requests must be in **by May 15th**.

## Leaves, resignations and transfer requests

Under some specific conditions, teachers may ask for a leave of absence without pay for the following school year. It is also possible for teachers, who wish to stay at the Kativik School Board but would like to work in another village of Nunavik, to request a transfer to a different school.

As per the Collective agreements, the deadlines for leaves, resignations and transfer requests are:

- **5-4.03 – Transfer** request must be submitted to Human Resources **before March 1st**.
- **5-9.01 – Resignation** must be submitted in writing to Human Resources **before April 1st**.
- **5-15.07 – Request for a leave without pay** must be submitted **before April 1st**.



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# COUNCIL OF COMMISSIONERS

## First meeting of the Council of Commissioners

Elected in November 2014, the Kativik School Board's (CSK) Council of Commissioners held its first meeting from December 9-12, in Montreal.

The meeting opened with the Commissioners taking their oath of office, after which the Executive Committee members were elected as follows: Alicia Nalukturuk, President; Peter Papyarluk, Vice-President; Sarah Baulne, Executive member; Martin Scott, Executive member (Martin was elected on the second day of the meeting, as Joseph Annahatak stepped down from this position). Charlie Tooktoo, the Kativik Regional Government representative is also a member of the Executive Committee.

You will find below a selection of decisions made by the Commissioners at that meeting, as well as some of the key issues they discussed.

### Parent's involvement in education and students' motivation

The Commissioners expressed concerns with the lack of parents' involvement in education. They discussed some local initiatives undertaken to mobilize parents. A few positive examples were provided and all agreed that finding ways to foster a long-term and pro-active involvement of parents in education is essential.

This discussion also tied into that of how to sustain students' motivation to perform academically and how to improve student retention. In addition to the need for parental support, the Commissioners stressed the importance of implementing the School Board's homework policy, in view of preparing students for post-secondary studies. The Council also requested that information on motivating and de-motivating factors for Nunavik students be gathered by the School Board and presented back to the Commissioners by October 2015.

*(continued...)*

Finding ways to foster a long-term and pro-active involvement of parents in education remains essential.

## Reinvigorating the Inuktitut language

The preservation, strengthening and promotion of the Inuktitut language in Nunavik were discussed. More specifically, the Commissioners identified the need for the School Board to reach out to and offer tailored services to beneficiaries who do not speak Inuktitut or would like to improve their Inuktitut mother tongue.

### Amendment of four administrative directives

**Home schooling and tutoring (SO-08):** Section 3.1 of the policy concerns the tutoring program for students outside Nunavik. The adopted amendment specifies that the program's objective is to provide assistance to beneficiaries' children during their transition to a new schooling structure. To be eligible, a student must apply to the KSB within a year of registering with a new public school board. A student can benefit from this program for a maximum of three years.

**Social Travel (HR-01):** The amendment introduced in articles 2.8 and 2.9 clarifies that, as has been the practice, the number of days an employee must accumulate to be eligible for social travel are "working days".

**Recognition of employees and elected representatives (ADM-05):** The amendment introduced a new year of service award for employees having completed 40 years of service (value \$1,000).

**Professional Improvement Fund for Non-Teaching Professionals (HR-15):** The directive was amended to broaden the employees' eligibility.

Preserving,  
strengthening and  
promoting the  
Inuktitut language  
in Nunavik.

# OCCUPATIONAL HEALTH AND SAFETY

## Where do we stand?

In 2011, the CSST questioned the Kativik School Board (KSB) with respect to machine safety.

The CSST notified KSB that the latter was subject to Quebec's protocol for the integration of occupational health and safety competencies into

vocational education and training.

In that context, the CSST visited KSB's teaching institutions to verify equipment conformity, installation and use. The visits included Adult Education Centres, IPL classes and culture classes.

KSB subsequently made an inventory of its equipment, reviewed the training of teachers and students and developed an action plan based on the principles of Quebec's protocol for the integration of occupational health and safety competencies.

In November 2014, the CSST visited again the Nunavimmi Pigiursavik Centre in Inukjuak and the culture and IPL classes at Jaanimmarik School in Kuujjuaq.

As a result of these visits, the CSST informed KSB of corrections to be made at each of these institutions. KSB has started to carry out the required corrections.

Furthermore, the CSST had previously inspected the Kajusivik Adult Education Centre in Kuujjuaq. KSB has implemented the required corrective measures at that location.

# WHAT'S UP IN OUR SCHOOLS?

This year, the Nunavik Science Fair will be held for schools on the Ungava coast (2014-2015) and next year, for those on the Hudson coast (2015-2016). Thus, on February 24 and 25, the regional Science Fair will bring together the schools of the Ungava coast at Pitakallak School in Kuujjuaq. Participating schools will be those of the Kangirsualujjuaq, Kuujjuaq, Tasiujaq, Aupaluk, Kangirsuk, Quaqtqa and Kangiqsujaq communities. If you happen to be there, come over and take a look at our young scientists' projects!

## **Kuujjuaq**

Students at Jaanimmarik School will participate in awareness activities during the suicide prevention week, early February.

Secondary 4 (English) students will be going on a classroom trip to Nunavut. They will be visiting Iqaluit where they will, among other things, be attending a parliamentary assembly session.

As part of their optional courses, a group of students from Jaanimmarik School have chosen to engage in an outdoor sport, starting with a cross-country skiing training session. Under the supervision of teacher Valérie Raymond, the group is currently preparing a large-scale outing project, which should take place late March 2015. The project enjoys is supported by the Healthy School program.

At Pitakallak School, the first Friday of February will be devoted to decorating the school for Valentine Day, which will be celebrated with dances, games and cards exchange. Students will be enjoying an afternoon of outdoors sliding and hot chocolate drinks on February 20.

As part of the Compassionate Schools Project, Pitakallak School also holds monthly assemblies at which meritorious students are rewarded (February 26).

## **Puvirnituaq**

At Iguarsivik School, Primary students have been trying cross-country skiing thanks to a Canadian Tire store from Sept-Îles that generously donated skiing equipment. The school also benefits from the Healthy School program.

Fusion jeunesse also supervises the musical activities of Secondary students. The latter are preparing a concert that will be presented during the Snow Festival of Puvirnituaq (March 23-27, 2015).

Iguarsivik students are training to run at in the Grand défi Pierre Lavoie, on May 9-10, 2015.

Finally, as part of an activity proposed by Avataq, Iguarsivik students will also be involved in theatre plays.

## **Umiujaq**

In the context of the Compassionate Schools Project, Kiluutaq School has launched the Huskie Cup. Through a creative medium of their choice (poster design, theatre, video, etc.), classes will be challenged to demonstrate that they learned a positive behaviour each month.

The successful classes will receive a badge. In February, the month's challenge is to "Be Kind to Each Other".

Kiluutaq School also continues to be part of the Club des petits déjeuners. On average, about 90 students are served breakfast every morning.

## **Ivujuvik**

At the end of February, Nuvviti School will organize the Friendship Games in which students from Salluit, Akulivik and Kangirsuk will be participating. Under the theme of self-challenge, youngsters from these four communities will be invited to compete with one another over various sporting events. Organized for the third consecutive year, the Friendship Games are at the initiative of teachers from the participating communities.

Every Friday in March, awareness activities will be organized for students as part of the Stop the Pop campaign.

The planning of the school's Winter Carnival is due to start soon. The activity will be held in March.

## **Akulivik**

As participant in the Culturally Responsive School Calendar Pilot Project, Tukisiniarvik School will be organizing a second week of cultural instruction from February 9 to 13. The students will have the opportunity to learn about igloo construction and to acquire hunting-related skills. An outdoors overnight stay is planned for secondary student, while primary students will participate in daytime activities.

*(continued...)*



# WHAT'S UP IN OUR SCHOOLS?

*(continued...)*

On February 12, speaker Jane Middleton-Moz will be giving a presentation to school staff on trauma and children's ability to learn. This activity is part of the Compassionate Schools Project, which Tukisiniarvik will be officially launching by the end of March.

## **Quaqtaq**

The school administration is organizing monthly assemblies around a selected theme. The theme is integrated into classroom activities as a way to promote school cohesion. In addition, the monthly assemblies are used to highlight the great work of teachers and employees, as well as the efforts and achievements of students.

As host of the Teacher Training course "Teaching Language Arts", Isummasaqvik School will be buzzing with activity during the last week of February (February 24 to March 3).

Isummasaqvik School is also part of the Culturally Responsive School Calendar Project. As a result of the tremendous success of the first Cultural Instruction Week (October), the students and the community as a whole are looking forward to our 2nd Cultural Instruction Week (March).

## **Tasiujaq**

Ajagutak School organized an energizing return to school after Christmas, with a week of sports activities where teachers also played along with secondary students. Some pictures of this fun week can be seen on the School Board's Website.

In February, students will receive the visit of officers from the Kativik Regional Police Task Force who will be offering bullying awareness workshops.

## ADULT EDUCATION & VOCATIONAL TRAINING

We are pleased to announce that we launched our new [Facebook](#) page during the week of January 12. This page is used as a billboard to inform Nunavimmiut of our training activities and courses registration dates.

Visit us, talk about it with your students and [share our page](#) with your friends!

For any question about the training programs offered by our department, please contact John Commins at 514- 482-8220 extension 355 or 1(800) 361-2244.

# COMPASSIONATE SCHOOLS

Support to schools taking part in the Compassionate Schools project is moving forward.

Jane Middleton-Moz and Tiffany Hubbard will be in Salluit, Kangirsik and Akulivik in February. In the four schools of those communities, they will be giving a one-day training session about trauma and interventions that can be used by teachers in their classroom. In Kangirsuk, a presentation will also be offered to community members in the evening.

Recently, a five-day training session on Tier 2 interventions was given to school teams from Jaanimmarik, Pitakallak and Ulluriaq. The Tier 2 interventions target students who need more support with meeting the school-wide behavioural expectations. These students generally represent 15% to 20% of the school population.

The purpose of the Tier 2 training session was to set up a committee whose mission is twofold. Firstly, to help students learn the skills they need to meet behavioural expectations. Secondly, to assist teachers in the implementation of the strategies. The training sessions enabled each school team to develop an intervention process to meet the specific needs of the students and teachers of their school.

Following this training, the pedagogical counsellors of the Compassionate School project will assist the school teams in order to help implement the intervention plans and support strategies developed during the training.

Besides these training sessions, the workshops offered at the Regional Pedagogical Days (October 2014) allowed all of the employees of our schools to learn more about the effects of trauma on behaviour and learning, and to share classroom management strategies that promote the creation of a safe, positive, respectful, predictable and consistent learning environment in our schools.



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## NEW EMPLOYEES

- **Katryne Tessier** was appointed to the position of Assistant Director of Human Resources. She started on January 5, 2015 and is replacing Stephane Boulanger. Katryne will, amongst other things, be responsible for the Managers' files and grievance settlements. Katryne has worked as collective agreement negotiator with the Federation of Cegeps. She worked as Human Resources Management Counsellor with the Cree School Board.
- **Michel Pelletier** has joined the Education Services office in Kuujuaq, as pedagogical counsellor in Mathematics and Science and Technologies for Secondary level. He has over 20 years of experience as a teacher and as a pedagogical counsellor with school boards of the Montreal North Shore.
- **Sarah Qumak** joined General Administration in December 2014, as Translator. Sarah will be working from our Montreal office, as part of the team led by the School Board's Secretary General.

*(continued...)*

# NEW EMPLOYEES

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- In December, **Marcel Duplessis** was appointed to the position to the position of Relocation Coordinator. Marcel will maintain this role on a 50% basis as he continues to hold his special assignment at the CPNCSK for the remaining 50%.
- In November 2014, **Carine Agboton** joined the Material Resources Department in Montreal, as Executive Secretary. Carine has extensive experience in secretarial work. She replaces Joyce NG.
- At the Adult Education and Vocational Training department, in Montreal, **Dave McMullen** has been confirmed in the full-time regular position of pedagogical counsellor for customized training. This position was previously held by Janice Callaghan.
- Still in Adult Education, in Montreal, **Samantha Poirier** got the supernumerary status until June 30, 2015. As such, she holds the position of pedagogical counsellor for customized training, a contract that was previously assigned to Dave McMullen. Finally, **Joyce Ng** has joined our team as an administrative technician.

## DATES TO KEEP IN MIND

**February 2-6, 2015:** Teacher Appreciation Week, all Nunavik.

**February 4-25, 2015:** The online segment of the course EDPI 341- Instruction in Inclusive Schools (Teacher Training) will be held every week on Wednesday, for all courses participants. The instructors are Siasie Clunas and Eva Inukpuk.

**February 9-13, 2015:** School administrators meeting, Kuujjuaq.

**February 24 to March 3, 2015:** The teacher training course EDEE – 241 – Teaching Language Arts will be held at Isummasaqvik School in Quaqtuaq. The instructors are Annie Tertilik and Pasha Puttayuk.

**March 2-6, 2015:** Support Staff Appreciation Week, all Nunavik.

**March 16-20, 2015:** Council of Commissioners meeting, Tasujjaq.

**KATIVIK SCHOOL BOARD**

9800, Cavendish #400 • St. Laurent (QC) H4M 2V9

**EDITORIAL TEAM**

Jade Duchesneau Bernier & Kaudjak Padlayat