

# Employees' Newsletter

November 2014



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## MESSAGE FROM DIRECTOR GENERAL ANNIE POPERT

### IN THIS ISSUE...

- 2 HUMAN RESOURCES
- 3 HIGHLIGHTS FROM THE  
COUNCIL OF COMMISSIONERS
- 5 COMPLEMENTARY SERVICES  
WHAT'S UP IN OUR SCHOOLS?
- 6 NEW EMPLOYEES
- 7 DATES TO KEEP IN MIND

I was pleased to have the opportunity to meet our teachers during the recent Regional Pedagogical Days in Kuujuaq and Puvimtuq. These three days of workshops led to fruitful exchanges amongst professionals. I hope they have also provided participants with tools that will prove useful in their classrooms.

The Christmas holidays are approaching fast. The upcoming weeks will also be busy with the end of the first term and the distribution of students' report cards. In this regard, the importance of the parents' involvement in their children's education cannot be emphasized enough. This is the message I have consistently delivered to Nunavimmiuts.

I wish you all the best until the beginning of 2015!

# HUMAN RESOURCES & PAYROLL

## Teachers' Professional Improvement Fund (Directive HR-14)

**Plan B** – For any successfully completed University credited courses, within the year, teachers may apply for reimbursement of tuition fees, up to a maximum of \$2,000 per year. They must submit official transcripts and original receipts of the course.

**Plan C** – A teacher may apply for funding to attend a conference or workshop, relevant to his or her assignment. For a conference held during the period of January to May, applications have to be approved by the school principal and must be received by Human Resources by December 10, 2014. To be eligible, the teacher must have at least one year of service with the Board.

## Special leave in case of a relative's death

You are currently mourning a death? To help you overcome this ordeal, the Kativik School Board offers special leaves to its employees, based on the following terms and conditions:

- The death of a spouse, of one's child or of the child of a spouse living under the same roof (including an adopted child for whom adoption procedures were

undertaken): seven consecutive days (working days or not) including the day of the funeral.

- The death of a member of the immediate family (mother, father, brother, sister): five consecutive days (working days or not) including the day of the funeral.
- The death of one's brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandfather, grandmother, grandson or granddaughter: three consecutive days (working days or not) including the day of the funeral.

Note also that if the funeral takes place more than 240 km away from the employee's residence, an additional day will be granted while two additional days will be granted if the funeral takes place more than 480 km away.

## Human Resources (HR) and Payroll Forms

Many HR & Payroll forms are now available on the [KSB website](#) (Inukshuk icon).

There you will find forms such as:

- Disability medical reports;
- Declaration of dependents;
- SSQ (insurance) application forms;
- Direct deposit requests, etc.

Kindly note that internal forms are usually tri-lingual. However, forms that come from outside organizations and are not processed by KSB (e.g. CSST claims) are only available in French or English).

## Reminder: Online paystubs

Take full advantage of our user-friendly Web site where our employees, post-secondary students and commissioners can access their pay-stubs online.

Here are some of the benefits of on-line paystubs:

- You can view them the day before payday;
- You can access to all your prior paystubs at any time;
- Your income tax slips are also available online;
- No more waiting.

For further information, contact Payroll or click [here](#) to apply.

## Information on pension and retirement

A session on retirement provided by College Marie-Victorin and the CARRA was offered in Kuujuaq during the regional Pedagogical days. Unfortunately, due to the lack of available trainers, we were unable to offer the same session during the Regional Pedagogical Days. If you would like information on pension and retirement, you can go directly to the [CARRA website](#) or you can contact [Gisele Akiki](#) at the KSB Montréal office.

## Christmas holidays

Make sure your planned holidays do not overlap your work schedule and seek to avoid early holiday departures. Your immediate supervisor must approve any absence from work.



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# COUNCIL OF COMMISSIONERS

## Highlights from the Council of Commissioners

The Council of Commissioners of the Kativik School Board held the last meeting of its current 3-year term in Umiujaq, from October 28 to 30, 2014. On November 19, elections of the School Board's commissioners will be held in all Nunavik communities, following which a new Council of Commissioners will be formed.

Amongst the many topics included on the agenda, we would like to bring the following three items to your attention.

### **Pilot project: a culturally responsive school calendar**

Qiiallak Qumaaluk, Assistant Director for First Language Curriculum responsible for culture curriculum, and her team (Sala Padlayat, Jobie Epoo and Jobie Kutchaka) presented an initial assessment of the one-week cultural and land-based instruction that was held in the communities of Quaqtqaq, Akulivik, Umiujaq and Kangiqsujuaq.

The team reported a number of positive outcomes.

Amongst these, they noted the involvement of elders, who were included in the planning of the week and were offered a leadership role in providing the cultural instruction. The team also noted that the hands-on approach of land-based instruction had eased the learning of students, in particular those who prove to be more difficult to manage in a formal classroom environment.

The team stressed that a careful review of the resources available in the four communities would be required ahead of time, in preparation for the second series of cultural instruction weeks. The need of clear guidelines for the evaluation of participating students was also mentioned as an issue that would require the team's immediate attention.

Positive outcomes reported following an initial assessment of the one-week land-based instruction held in Quaqtqaq, Akulivik, Umiujaq and Kangiqsujuaq.

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Finally, the team emphasized that in the case of cultural instruction for topics such as traditional hunting tools fabrication or sewing, continuous weekly instruction over 45-minute periods could prove more suitable. Additional work will be required to carefully weave in these topics.

A comprehensive assessment report will be presented to the Council of Commissioners in December.

## **Approval of a 10-year construction plan**

The Council of Commissioners approved a 10-year construction plan. The plan identifies the projects needed to meet KSB's needs with regard to the construction of schools, housing units for employees, adult education centres, student residences and KSB offices. The plan also includes the construction of heated complexes such as maintenance warehouses, school warehouses and heated bus shelters.

All the projects included in the plan are subject to the approval of MELS. The plan will be reviewed and adjusted on a yearly basis by the KSB. It will be communicated to MELS, in order to ease the budget negotiation process.

In the immediate future (2015-2016), the plan foresees the construction of a new school in Aupaluk, including a heated bus shelter, and a new high school in Inukjuak. It also foresees the construction of 17 housing units allocated to the communities of Inukjuak, Salluit, Kuujuaq and Umiujaq. The KSB is currently awaiting a response from MELS regarding the approval of these projects.

## **Research and training resolutions**

Eliana Manrique, Assistant Director of the Training and Research Department, and Annie Tertiluk, Coordinator of the Training and Research Department provided a summary of academic research conducted in Nunavik up to now, on the topic of first language acquisition. To complement this overview, a summary of findings from international research on first language development and reinforcement was also presented. All these research findings support the school board's stance that the acquisition of a strong first language basis, Inuktitut in this case, must precede and be pursued after the introduction of instruction in a second language (French or English).

Based on this principle, the Council of Commissioners approved two research projects of the Training and Research Department.

- The first project aims to develop a questionnaire designed to identify pre-school children who are slow in their development of Inuktitut language skills, so that they can receive timely remediation.
- The second project focuses on resilience and school perseverance of Inuit children in Nunavik, looking at the case of Arsanik School between 2011 and 2014. The project's objective is to strengthen the research capacity of Nunavik students and teachers.

The 10-year construction and renovation plan prioritizes schools and housing construction, and much more...

# COMPLEMENTARY SERVICES

A new training is now available in Inuktitut and in English for our behaviour technicians! The main goals of the training are:

- to develop a clear understanding of the behaviour technician's role in the school;
- to increase their ability to conduct their daily work independently, and;
- to encourage the use of standardized tools.

Catherine Langlois-Cloutier (Regional Psychologist) and Ariane Quirion (Educator) from the Complementary Services Department developed this training. The content is easy to use and it is full of practical ideas.

We believe crisis intervention should be planned within the school team. This is why at the beginning of the school year, we asked each school administration to hold a meeting with their behaviour technician and their student counsellor, in order to make sure everyone knows what is expected from them during crisis.

If you are looking for some ideas on how to intervene during a crisis, ask your school administration to consult the training material!

## WHAT'S UP IN OUR SCHOOLS?

As the Halloween sugar rush fades away, Nunavik schools will be preparing for the end of the first term during the third week of November. With varying dates from school to school, students' report cards will be distributed between the last week of November and the first week of December. Later that month, the school staff will be busy preparing their local Christmas festivities planned, while students will be rehearsing their Christmas concert performances.

### **Puvinituq**

During the last week of November, students of Iguarsivik School, will be joining the community for a variety of awareness raising activities organized around the theme of Healthy Living. The week will end with an outdoors parade on the streets of Puvinituq.

A group of 30 Iguarsivik students was also selected to participate in the Grand Défi Pierre Lavoie, in May 2014. They will soon start their training, so as to be ready to run a relay race without interruption, from Quebec City to Montreal.

### **Salluit**

Besides the Christmas festivities organized at Ikusik School, the Youth Fusion Talent Show will be a highlight of the upcoming months. Students of other communities have been invited to participate. Students from Iguarsivik School in Puvinituq and Tarsakallak School in Aupaluk have confirmed that they will be performing at this special event.

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# WHAT'S UP IN OUR SCHOOLS?

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## Kangirsuk

Sautjuit School will host the Good touch, Bad touch program from November 17 to 21. Good touch, Bad Touch is a sexual abuse prevention program, culturally adapted and presented entirely in Inuktitut, by experienced facilitators. For more information about the program, or if you are interested in having it in your community, you can contact **Catherine Henry** (819) 964-2222 ext. 228 or **Laura McKeeman** (819) 964-2222 ext. 244, at the Nunavik Regional Health Board.

## Aupaluk

The construction of the additional temporary classrooms and physical exercise room is progressing and should be completed by the end of November.

## Tasiujaq

Cirjiniq has been touring Nunavik schools. Following its October visit to Ivujivik, the program will be in Tasiujaq from November 18 to December 2nd, 2014. During two weeks, students of Ajagutak School will have the opportunity of perfecting their circus arts skills. The school also benefits from the support of a Fusion Jeunesse project coordinator, who is leading the production of an artistic Christmas Concert. Rehearsals and preparations have already started during arts class and after school. Students are looking forward to his event!

NEW  
EMPLOYEES  
—  
NEW  
APPOINTMENTS



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A few new employees have joined the School Board since the beginning of the school year. It is our pleasure to welcome them all on board!

- The Human Resources and Payroll team is glad to welcome **Lyne Paul** to her new position of Administrative Technician for managers and teachers, at our Montreal office. She will be replacing Linda Wood who has returned to the Post-Secondary Student Services as an Administrative Officer.
- We are pleased to announce the appointment of **Sarah Johannes** as executive secretary with the Education Services Department in Kuujuaq. Sarah is replacing Liliane Emudluk during her maternity leave. She worked at KMHB and at the Tulattavik Health Centre.
- **Serge Pépin** has been appointed to the position of Director of Finance, at our Montreal office. He holds a Bachelor's degree in Business Administration and Accounting. Serge has thirty-five years of experience in finance. He has worked with various organizations and has been Director of Finance for the past nine years.
- **Julie Mathieu** has joined the Complementary Services team in Kuujuaq, where she replaces Kathy Potvin as Education Consultant. Julie holds a masters degree in teaching methods.

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# NEW EMPLOYEES - NEW APPOINTMENTS

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- **André Lévesque** also joined the Complementary Services team at our Kuujjuaq office. André is a Psychoeducator, member of the Order of Psychoeducators Quebec and has extensive experience in psychoeducation. He will be providing support to our schools.
- **Evelyne Ducharme** has joined the Training and Research Department team in Kuujjuaq, as an Administrative Technician. She is responsible for coordinating the travel arrangements of all our courses participants. Evelyne is new to Kativik but not to Nunavik. She is replacing Amanda Baron who has taken a one-year leave.
- In September, **Annie Tertiluk** was appointed to the position of Coordinator of the Training and Research Department. Annie brings with her a wealth of experience. She was our Regional Teacher Training Counsellor for the Ungava Coast and has also been a Teacher Training Counsellor at Arsaniq School.
- **Steve Lydiatt** has replaced Sore Moller as Assistant Director of Complementary Services. Steve comes to us with many years of experience in this field.
- The School Operations is also glad to announce the appointment of five new Centre Directors. **Alisha Tukkiapik** has joined the School Administration team of Asimauttaq School, in Kuujjuaraapik. In Umiujaq, we are glad to welcome **Paul Anowak**, who is replacing **Alec Nivaxie** as Centre Director at Kiluutaq School. **Jessie Munick** Cain has joined the school administration team of Ajagutak School, in Tasiujaq. **Alec Kudluk** is now a member of the Sautjuik school team, in Kangirsuk. Finally, **Elisapie Saunders Berthe** is Centre Director at Pitakallak School, in Kuujjuaq, pending the return of Melinda Hickey in January 2015.
- **David Willock** also joined Education Services in Kuujjuaq, where he will hold the position of Interim IT Coordinator until June 2015.

## DATES TO KEEP IN MIND

- **November 4-8, 2014:** Teacher Training will offer the face-to-face component of a one-week **Geometry course** (EDE 234), in Kuujjuaq. Upon returning to their communities, teachers will be accompanied by their teachers during weekly online sessions, from November 10 to December 2nd. The course is taught by Nancy Cain and Alaku Kulula.
- **November 11-14, 2014:** The Training and Research Department will be holding a **Learning Centers training session** in Kuujjuaraapik, during which teachers from Umiujaq, Akulivik, Inukjuak, Puvirnituaq and Quaqtaq will have the opportunity to exchange best practices and develop materials to use in their own classrooms' learning centres.

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# DATES TO KEEP IN MIND

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- **November 16-21, 2014:** School Principals and Vice-Principals meeting, Kuujjuaq.
- **November 17-20, 2014:** All Teacher Training Counsellors meeting, Kuujjuaq.
- **November 19, 2014:** Election of the Kativik School Board Council of Commissioners, all Nunavik.
- **November 27-28, 2014:** Steering Committee's meeting, Kuujjuaq.
- **November 25 to December 2, 2014:** The Training and Research department will be offering the Children's Literature course (EDEE 325), in Kangiqsujuaq.
- **December 1-5, 2014:** Centre Directors' meeting, Quaqtaq.
- **December 8-12, 2014:** As part of the Compassionate Schools project, PBIS training will be offered to representatives of Jaanimmarik, Pitakallak and Ulluriaq Schools (3 to 4 representatives per school), in Kangiqsualujjuaq.
- **December 9-12, 2014:** Council of Commissioners meeting, Montreal.
- **December 15-16, 2014:** Council of Commissioners training, Montreal.
- **December 22, 2014 to January 2, 2015:** Christmas holidays (all schools and school board offices will be closed).

**KATIVIK SCHOOL BOARD**

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**EDITORIAL TEAM**

Jade Duchesneau Bernier & Kaudjak Padlayat