

■ Addendum I – School Board Departments & Committees ■

School Board Departments

Community Services

The Community Services department is responsible for admissions and registration, the Intercultural Advisory Committee, the Community Liaison, Food Services and Transportation Services.

The department is currently under the leadership of Director Mario Barrette.

Educational Services

The primary purpose of Educational Services is to support teachers and school administrators in helping all students achieve their potential. The department takes on the responsibility of the strategic initiatives laid out by the school board leading to student success.

The department is currently under the leadership of Senior Director Thomas Rhymes.

Equipment Services

The Equipment Services department is composed of qualified employees in many different areas of specialty including, engineering, architecture, maintenance, various construction trades and caretaking. The primary role of the department is to address the physical plant needs of the school board.

The mandate consists of managing major construction projects such as building new schools or renovating existing ones to waste disposal and snow removal, grass cutting and mail delivery for all schools.

The department is currently under the leadership of Director Bruno Côté.

Financial Services

The Financial Services team provides a support function to the employees of the school board. Their goal is to manage revenues and expenses to maximize the funding to be placed in the classrooms.

The team is responsible for the school board budgetary process, purchasing, and financial reporting for the board and plays an integral role in the communication of financial data between the MEESR and schools/centres.

Human Resources and Payroll

The Human Resources and Payroll department provides a variety of services to all employees in the school board. There are approximately 4,300 employees board-wide. Responsibilities include the management of the various collective agreements, the Central Parity Committee, recruitment of teachers and support staff, as well as the mentoring programs for teachers and administrators.

The Human Resources team is under the leadership of interim Director Steven Colpitts.

Information Systems

The Information Systems team provides a variety of services responding to information and technological demands, including the maintenance of existing systems. The department provides corporate infrastructure support, development and data security for the youth, continuing education, payroll and financial sectors.

I.S. supervises all MEESR clientele declarations, September 30th registration data, exam transmittal and elementary report card production for the schools, as well as web servers and web-based servers. They are also responsible for telecommunications, firewall, virus protection and network security.

The Information Systems team is under the leadership of Director François Dupuis.

International Studies

The LBPSB shares a belief that international education advances learning, builds respect among different people, and encourages constructive leadership in a global community. We believe that international education, by its nature, is fundamental to fostering peace, security, and well-being. International education encourages better relations among people of different cultures and encourages cross-cultural communication. By making institutions sensitive to other cultures, and by globalizing the curriculum, students are given a window into their own richly diverse communities.

The program is under the leadership of Carol Mastantuono,

Legal & Archival Services

The Legal and Archival department's role is to support, by sharing legal expertise, all departments, schools and centres in all aspects of education law and in the implementation of the strategic plan.

The department provides support to human resources on staff issues, to financial services and equipment services in dealing with suppliers and contractors, and contributes to student life by inputting to the policies that affect our students.

The department also stays on top of legislation assessing its impact and advising the board accordingly.

The department manages all the school board's archives and the document retention schedules and policies.

The Legal and Archival Services department is under the leadership of Director Maître François Hamel.

The Regions

Our schools are organized by geographic regions. Each region is headed by a Regional Director who administers the region. School Principals and Adult Centre Directors report to the Regional Director on the ongoing operations of their schools/centres. Additionally, Vocational Education Centre Directors report directly to Assistant Director General Steve Balleine. Regional Directors at the time of this update are:

Region 1	Interim Regional Director Christopher Fuzessy
Region 2	Regional Director David Meloche
Region 3 & Adult Education	Regional Director Veronique Marin
Vocational Education	Assistant Director General Steve Balleine

Secretariat

The Secretariat is responsible for a number of management services including general information and media communications, translation and high-volume copying. They also assist the Council of Commissioners in managing its civic administrative duties of maintaining the public record of meeting minutes.

The Secretary General will assist any student or parent who requests help in formulating a written request seeking reconsideration of a decision.

The Secretariat is led by Maître Geneviève Dugré.

Student Services

The goal of Student Services is to assist schools in meeting the diverse needs of students. It must also provide a wide range of complementary services. Activities include collaboration with Educational Services in order to support teachers in differentiated instruction and literacy initiatives, collaboration with Equipment Services on building access and modification issues and working in partnership with the Department of Information Systems as well as the Purchasing Office to ensure support of technological needs for special needs students. As a partner in the reorganization of health and social services our presence at a number of “tables de concertation” both on- and off-island is required. Finally, a great deal of effort is deployed to enhance every school’s adherence to the Peaceful Schools Initiative.

The department is currently under the leadership of Dr. Cindy Finn.

School Board Committees

Advisory Committee on Student Transportation

The Advisory Committee on Student Transportation reviews the school board’s [Policy 4.1 – Transportation Policy](#) and makes recommendations to the Council of Commissioners regarding proposed changes. The committee ensures that the norms established by government regulation are met. It makes recommendations to the Council of Commissioners regarding transportation contracts and reviews and makes recommendations on procedures and other policy relative to transportation matters. The committee will also undertake any other task assigned to it by the Council of Commissioners.

Audit Committee

The audit committee shall, among other things, assist the commissioners in seeing to the establishment of internal control mechanisms and the optimal use of the school boards resources. The committee must secure the assistance of at least one person who has competency in accounting or financial matters.

Communications & Marketing Committee

The Communications & Marketing Committee focuses on internal and external communications and marketing strategies in an effort to broaden the knowledge of its communities, and the world at large, as to what the LBPSB can offer in its role as a public education system.

Education Committee

The Education Committee oversees the development and the management of educational services for the youth sector and the continuing education sector of the school board community. It studies and evaluates policies and programs regarding all educational related services, makes

recommendations to the Council of Commissioners, and undertakes any other task assigned to it by the Council of Commissioners

Executive Committee

The Mandate of the Executive Committee of the Lester B. Pearson School Board is to approve and monitor the major expenses and financial commitments of the board and of council. The committee also oversees the development of short-range plans and priorities, such as an 18-month calendar, the policy manual and the annual report. The committee also carries out any other tasks assigned to it by the Council of Commissioners.

Facilities and Security Committee

The Facilities and Security Committee studies the facilities and security needs of the Lester B. Pearson School Board and reviews the capital budget and priority list. It also makes recommendations to the Council of Commissioners regarding facilities and security matters and undertakes any additional tasks assigned to it by the Council of Commissioners

Governance and Ethics Committee

The governance and ethics committee shall, among other things, assist the commissioners, if necessary, in selecting persons whose competence and qualifications are considered to be useful for the administration of the school board for purposes of co-optation under paragraph 3 of [section 143](#) of the [Education Act](#), and in developing and updating the code of ethics and professional conduct provided for in [section 175.1](#) of the [Education Act](#).

Human Resources Committee

The Human Resources Committee interacts with the Director of Human Resources in order to promote the principles of effective human resources management by recommending appropriate policies and giving informed advice to the Council of Commissioners. The committee fosters open and effective communication with all personnel. It carries out any other task assigned to it by the Council of Commissioners as by law.

The Human Resources committee shall, among other things, assist the commissioners in developing an expertise and experience profile and selection criteria for persons to be appointed by the school board under [section 96.8](#), [section 110.5](#) and [section 198](#) of the [Education Act](#).

Intercultural Advisory Committee

The Intercultural Advisory Committee reviews the school board's [Policy 2.9 – Intercultural Policy](#) and makes recommendations to the Council of Commissioners regarding proposed changes. It advises the school board on intercultural concerns facing the LBPSB community and recommends ways of integrating intercultural and global education into school curricula and into the life of schools. The committee also reviews local intercultural projects & distributes resources provided by the School Tax Management Committee and encourages schools and centres to develop local intercultural projects as by law.

Parents' Committees

Lester B. Pearson has a Central Parents' Committee as required by [section 189](#) the [Education Act](#). Per the act, if the school board divides itself into administrative regions, the parents committee may, and at LBPSB does, choose to divide into regional committees, one for each region of the board.

Four representatives from each sector sit on Central Parents' Committee (CPC). A member of the Special Needs Advisory Committee also sits on CPC.

The parents' committees have the responsibility to:

- promote the participation of parents in education
- promote awareness among parents of the activities of the school board
- give advice on school board operations
- inform the school board of the needs of parents
- give its opinion on any matter the school board is required to consult on.

At LBPSB, Council has given the Central Parents' Committee the opportunity to designate parent representatives at several of its standing committees. These representatives are nominated by CPC.

Special Needs Advisory Committee

The Special Needs Advisory Committee is composed of:

- parents of the students concerned, designated by the parents' committee
- representatives of the teachers, of the members of the non-teaching professional staff and of the members of the support staff, designated by the associations which represent them in their dealings with the school board and elected from among the persons who provide services to the students concerned
- representatives of bodies which provide services to handicapped students or to students with social maladjustments or learning disabilities, designated by the council of commissioners after consulting with those bodies
- a school principal designated by the director general.

The functions of SNAC are:

- to advise the school board on [Policy 3.5 – Students with Special Needs: Policy on the Organization](#) dealing with the organization of educational services to handicapped students and students with social maladjustments or learning disabilities
- to advise the school board on the allocation of financial resources to the services intended for those students.