



# Budgetary Rules for the Kativik Ilisarniliriniq

For the 2019-2020 to 2022-2023 school years

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# Introduction

Preparing the budgetary rules for the Kativik Ilisarniliriniq School Board for the 2019-2020 to 2022-2023 school years is one of the responsibilities of the Ministre de l'Éducation et de l'Enseignement supérieur.

This budgetary rules document applies only to the Kativik Ilisarniliriniq School Board, which is governed by the *Education Act for Cree, Inuit and Naskapi Native Persons*. It may not be interpreted as modifying the obligations of the signatories to the *James Bay and Northern Quebec Agreement*.

The allocations provided by the Ministère de l'Éducation et de l'Enseignement supérieur to the School Board are base allocations (the better part of the resources allocated in advance), supplementary allocations (allocated in advance upon request or based on the declaration of school enrolments), and specific allocations (allocated specifically and/or determined definitively in the financial report).

Within the perspective of accountability, the financial resources allocated for operations can be transferred between themselves, unless otherwise indicated. The financial resources allocated for investments cannot be transferred to the operating budget. The specific allocations for investments cannot be transferred between themselves, or between the base and supplementary allocations for investments.

With regard to the establishment of allocations, it should be mentioned that the amount of the base allocations provided is determined, in particular, by means of the individual allocation parameters that ensue from the budgetary rules.

The date for the attestation of school attendance is September 30th of the school year concerned or, if September 30 falls on a Saturday or Sunday, the working day preceding September 30 of the school year concerned.

The allocation for salary expenses, including the employer's contribution, are adjusted in accordance with the rates indicated in the collective agreements of unionized staff and the rates indicated in the working conditions applicable to non-union staff as approved by the Ministre de l'Éducation et de l'Enseignement supérieur.

These budgetary rules and the allocation standards ensuing from them will be adjusted in accordance with future changes to the working conditions of the School Board staff.

The Ministère and the School Board may discuss adding other allocations not covered under the present allocation rules. There could, for example, be future allocations associated with new or existing ministerial policies or programs, including those in the area of adult education and vocational training, offered to all Québec's school boards that could also be applicable to the School Board. These allocations are determined by taking into account factors specific to the School Board.

These allocations may also relate to special situations not included in the present budgetary rules. These allocations are subject to approval by the Ministère and are conditional upon the availability of financial resources. Under the Regulation respecting the promise and awarding of grants, any award or any

promise of grant must be submitted for the prior approval of the Government if the amount is equal to or higher than \$1M or of the *Conseil du trésor* if the amount is higher than \$50 000 but less than \$1M.

# Section A Operating Budgetary Rules

## Measure 10000 — Base allocations

Base allocations incorporate the amounts resulting from the general allocation parameters. They essentially correspond to the basic configuration of the services provided by the School Board and are characterized as follows:

- They represent the better part of the resources allotted to the School Board to enable it to carry out its obligations with respect to educational activities for students enrolled in the youth sector, adult general education and vocational training, and school transportation.
- They are provided based on predetermined parameters and variables specific to the School Board, those of the student populations and surface areas in particular, independently of the expenses recorded in the financial report.

Base allocations are broken down as follows:

- educational activities for students in the youth sector
- educational activities for students in adult general education as well as educational activities for youth and adult students in vocational training
- organization of services
- school transportation

## 1. Measure 11000 — Base allocation for educational activities for students in the youth sector

Educational activities for students in the youth sector encompass teaching, support for teaching, student services, school administration and professional development for the staff concerned.

The base allocation for educational activities for students in the youth sector is established by totalling up the following elements:

- a base allocation for teaching staff
- a base allocation for expenses other than for teaching staff

### 1.1. *Base allocation for teaching staff*

The base allocation for teaching staff corresponds to the total of the subsidized student population (kindergartens for four-year-olds and for five-year-olds, elementary school and secondary school) on September 30 of the school year concerned multiplied by the amount per student applicable to the cost of teachers at each of these educational levels.

The amount per student with respect to the cost per teacher at each educational level are established by the School Board based on the subsidized cost per teacher and the Board's teacher-student ratios stemming from the teachers' tasks and the basic regulation applicable to the school year concerned.

#### **Teacher-student ratios**

The following are the teacher-student ratios for the school year concerned:

- Kindergarten for four-year-olds: 1/24.3995
- Kindergarten for four-year-olds, full-time: 1/12.1997
- Kindergarten for five-year-olds, full-time: 1/12.1997
- Elementary school: 1/11.9516
- Secondary school: 1/5.9408

#### **Subsidized cost**

The subsidized cost per teacher is determined based on the School Board's declarations concerning its teaching staff as of September 30 (block 3) of the school year preceding the school year concerned available in the *Personnel des commissions scolaires* (PERCOS) system, as well as the data from block 2 for the three most recent school years for which data are available (absenteeism and other remuneration). The School Board's subsidized cost takes into consideration, if applicable, adjustments to the employer contribution rate and the aging rate of teachers in general education specific to the School



Board for the school year concerned. It also takes into account an indexation rate for that same year and the average observed for the three most recent school years for which data are available for remoteness premiums. Lastly, it also takes into account retention premiums and an additional amount of 66% for food transportation expenses.

### **1.2. Base allocation for expenses other than for teaching staff**

The base allocation for expenses other than for teaching staff is broken down as follows:

- non-unionized staff
- unionized staff
- employer contribution
- other expenses

For the school year concerned, the allocation is determined based on that of the previous school year, adjusted to take into account, if applicable, any changes to the employer contribution rate, provisions in collective agreements or other agreements that cover unionized and non-unionized staff, and the variation in the CPI for the school year concerned for the other expenses, as defined in Appendix A.

The base allocation for the school year is then determined by applying the percentage variation in the youth sector student population as defined in Appendix A.

For the 2019-2020 school year, the following supplementary allocations have been integrated in the base allocation:

- measure 30026 — Regional pedagogical days: the amount of \$500 000 mentioned in the previous budgetary rules and an additional amount of \$49 493 for the 2019-2020 school year are integrated into the base allocation
- measure 30106 — Pedagogical development (\$1M)
- measure 30109 — Development of programs related to cultural specificity or Inuit reality (\$1.8M)
- measure 30153 — Supervision of students of students with special needs or disabilities: the additional amount of \$1 250 000 mentioned in the previous budgetary rules and an additional amount of \$167 141 for the 2019-2020 school year are integrated into the base allocation
- a new allocation of \$230 000 to hire two resource-people for the Réseau pour le développement des compétences des élèves par l'intégration des technologies (RÉCIT), one resource-person for general education in the youth sector and one for adult general education
- relocation of pedagogical services (amount related to pedagogical services) (\$376K)

### 1.3. *Student population subsidized*

For funding purposes, the student populations are those described in the following paragraphs, unless otherwise indicated.

The student population taken into consideration by the Ministère in calculating the base allocations for educational activities for youth includes any person, legally enrolled on September 30 of the school year concerned and recognized by the Ministère, who is pursuing studies in a general education program established and approved under the *James Bay and Northern Quebec Agreement* and any applicable legislation.

#### **Students are recognized for funding purposes if they are:**

- present at one of the School Board’s schools on September 30 of the school year concerned or absent on that date but attending class prior to that date and their attendance is confirmed during the school year concerned
- under age 21 on June 30 of the previous school year

On September 30 of the school year concerned, students must not be attending school in another school board or at a private preschool, elementary school or secondary school.

#### **Part-time secondary school students**

Secondary school students present on September 30 of the school year concerned are considered enrolled on a part-time basis when they participate in fewer than 900 hours of activities prescribed by the Basic School Regulation. For funding purposes, the School Board must “convert” a part-time student into a full-time equivalent student (FTE) using the following formula:

$\text{FTE} = \frac{\text{Number of hours of activities by the student per year}}{\text{Minimum number of hours of activities prescribed per year by the } \textit{Basic school regulation} \text{ (900 hours)}}$
---

## **A student who is declared in more than one type of schooling**

A student who is concurrently declared:

- in general education in both the youth and adult sectors in one or more school boards; or
- in general education in the youth sector and in vocational training in one or more school boards

and is declared as having more than 900 hours may be the subject of a negative adjustment by the Ministère based on their actual number of hours of attendance.

## **Student population covered by agreements**

Subsidized student population

- The subsidized student population includes, in addition to students living within the School Board's jurisdiction and legally attending its schools, students who are attending its schools under agreements with other school boards, agreements between the Ministère de l'Éducation et de l'Enseignement supérieur and the Ministère de la Santé et des Services sociaux (MEES-MSSS), agreements concerning Indigenous students and other agreements duly concluded in conformity with the laws, regulations and directives in force transmitted by an instruction or other means.

Adjustment to the student population

- In the case of MEES-MSSS agreements, the student population may be adjusted to agree with that recognized by the Ministère in the agreement, after a critical analysis of the schedules to the agreements, but the number of students is not to exceed that contained in these schedules.
- In addition, an adjustment may be made during the school year concerned in order to take into account the transfers of student population due to new service procedures in the health and social services system.

## **Transfer of regular student population between the School Board and private educational institutions authorized for subsidy purposes**

An adjustment will be made during the school year concerned to take into account transfers of regular student population between the School Board and private educational institutions authorized for subsidy purposes that take place after September 30 of the school year concerned.

The methods for calculating this adjustment are presented in Appendix C of the budgetary rules.

## 2. **Measure 12000 — Base allocation for educational activities in Adult General Education and Vocational Training**

The base allocation for educational activities in adult general education and vocational training is provided for activities related to teaching, individualized follow-up and support, the cost of instructional materials and raw materials, teaching support, reception and support services, pedagogical development and professional development of staff involved in these activities, administration and management of adult education centres and the vocational training centre.

### ***2.1. Annual allocation***

A closed budget envelope is available to the School Board to fund educational activities in adult general education and vocational training, and for the administration and pedagogical support for these activities, as well as materials, equipment and tools.

#### ALLOCATION STANDARD

This allocation corresponds to the allocation for the previous school year indexed for the school year concerned, based on the variation in the CPI as defined in Appendix A.

For the 2019-2020 to 2021-2022 school years, the budget envelope is increased by the following amounts:

- 2019-2020: increase of \$2M
- 2020-2021: additional increase of \$1M (for a total of \$3M)
- 2021-2022: additional increase of \$1M (for a total of \$4M)

### ***2.2. Special administrative rule***

Any portion of the general base allocation that is not used during a school year will be deferred to the following school year by the School Board which may use it by adding it to the annual general base allocation that it will receive from the Ministère.

### **2.3. Allotment of the general base allocation for educational activities in adult general education**

#### 2.3.1. Authorized allotments

The School Board may allot the general base allocation to fund the following activities that take place in the territory served by the School Board and that are designed for adults enrolled in general education:

- adult education, which includes the expenses related to teaching staff
- individual pedagogical follow-up carried out by teaching staff in general education in an educational institution
- the cost of instructional materials and other documents designed for teaching staff and students
- professional development for staff assigned to teach general education in adult education programs
- reception services for students and other services that respond to their needs
- recognition of Acquired Competencies services

It is the School Board's responsibility to determine the rules governing the composition of the classes for each course in an adult education program being offered and to establish the portion of the general base allocation allotted to each of these courses.

#### 2.3.2. Eligible student population

The student population eligible for educational activities funded by the base allocation for educational activities for adults includes any person, legally enrolled in educational services for the school year concerned, who is pursuing studies in compliance with the *Education Act for Cree, Inuit and Naskapi Native Persons* and the Basic Adult General Education Regulation.

This person must also participate in educational activities provided by one or more of the following education services offered by the School Board and in the "Assistance for self-directed learners" and "Evaluation and certification of prior learning" sessions:

- pedagogical support
- literacy
- preparatory services for secondary education
- Secondary Cycle One education
- Secondary Cycle Two education

- vocational training preparation
- preparatory services for postsecondary education
- social integration
- sociovocational integration
- francization

However, adults who are taking any of the following are not eligible:

- courses that lead to a Diploma of Vocational Studies or an Attestation of Vocational Specialization when these courses are not among the optional subjects for obtaining a Secondary School Diploma
- a training program for beneficiaries under a workforce training program recognized by the Ministère or not and subsidized by the Ministère de l'Emploi et de la Solidarité sociale or under a program of any other government department
- personal development or work-related professional development activities, even if the courses are recognized by the Ministère
- educational activities offered by the School Board, the cost of which is fully paid by individuals, groups, organizations and, especially, businesses that have asked the School Board to organize these activities
- activities subsidized by supplementary allocations or non-recurrent adjustments

In addition, a student may, at the same time, be declared in both the adult and youth general education sectors in one or more school boards. If the declared number of hours exceeds 900, the student may be the subject of a negative adjustment by the Ministère based on the actual number of hours of attendance (see subsection 1.3, Subsidized student populations).

## **2.4. Allotment of the general base allocation for vocational training**

### 2.4.1. Authorized allotments

The base allocation for educational activities in vocational training covers instruction provided to students with a view to their earning a Diploma of Vocational Studies, the cost of instructional materials, complementary services, educational support services, teaching methods, welcome and support services, management of the centres as well as the professional development of staff involved in these activities.

It is the School Board's responsibility to determine the rules governing the composition of the classes for each course in a vocational training program being offered and to establish the portion of the general base allocation allotted to each of these courses.

### 2.4.2. Student population subsidized for vocational training educational activities

The school population eligible for subsidized vocational educational activities in the School Board includes any person, legally enrolled under section 215.5, who is pursuing studies in compliance with the *Education Act for Cree, Inuit and Naskapi Native Persons*, the Basic vocational training regulation and the vocational training directives.

The course offering in vocational training results from ordinances presented by the School Board and accepted by the Ministre. Because of this School Board's special status, the Ministre's authorization may include certain conditions for admission to and organization of the training.

In its files, the School Board must have the learning profile for each student declared as a member of the student population in vocational training. The educational services must be provided by the school board authorized to do so on the list of vocational education programs (*Education Act*, c. I-13.3, section 467). To this end, the School Board must determine and declare the school population and transmit the results using the Ministère's systems. The School Board is also responsible for the contractual link with the teachers.

The following are not eligible:

- students who, on September 30 of the school year concerned, were part of the youth sector student population in the same school or another school board. However, a student may, at the same time, be declared in both the general education and vocational training sectors in one or more school boards. If the declared number of hours exceeds 900, the student may be the subject of a negative adjustment by the Ministère based on the actual number of hours of attendance.
- training leading to an attestation issued by the School Board
- any workforce training program subsidized by the Ministère de l'Emploi et de la Solidarité sociale or in a program of any other government department

- personal development or work-related professional development activities, even if the courses are recognized by the Ministère de l'Éducation et de l'Enseignement supérieur
- educational activities offered by the School Board, the cost of which is fully paid by individuals, groups, organizations and, especially, businesses that have asked the School Board to organize these activities
- any course that leads to a Diploma of Vocational Studies or an Attestation of Vocational Specialization when that course is among the optional subjects for obtaining a Secondary School Diploma
- any activity subsidized by non-recurrent adjustments or supplementary allocations

#### 2.4.3. Transmission of information to the Ministère

No matter the source of the funding, the School Board must transmit to the Ministère, in accordance with the provisions of Section C of these budgetary rules, information on every person enrolled in activities or courses recognized by the Ministère as well as their results for each course, even if this person does not form part of the subsidized student population. In addition, the School Board must provide information on students who were in a workforce training program, whether or not these students were enrolled in activities or courses recognized by the Ministère.

#### 2.4.4. Recognized programs of study in vocational training

The vocational training programs of study and courses recognized for funding purposes are those whose credits can be included in those required to obtain a Diploma of Vocation Studies (DVS).

Following discussions between the Ministère and the School Board, the list of vocational training courses that the School Board may offer on its territory is established annually, before the start of the school year.



### 3. Measure 16000 — Base allocation for the organization of services

The expenses related to the organization of services are related to activities at the School Board's head office, including general administration, human resources, information technologies and equipment operation, as well as maintenance and repair, housekeeping, energy consumption, protection and security activities.

#### ***3.1. Calculation of the base allocation for the organization of services***

The base allocation for the organization of services is calculated by adding up the following elements:

- an allocation for management of the head office
- an allocation for equipment operation

##### 3.1.1. Management of the head office

The allocation for the management of the head office is broken down as follows:

- non-unionized staff
- unionized staff
- employer contribution
- other expenses

For the school year concerned, the allocation is determined based on that of the previous school year, adjusted to take into account, if applicable, any changes to the employer contribution rate, provisions in collective agreements or other agreements that cover unionized and non-unionized staff, and the variation in the CPI for the school year concerned for the other expenses, as defined in Appendix A.

The base allocation for the school year concerned is then determined by applying the percentage variation in the youth sector student population as defined in Appendix A.

For the 2019-2020 school year, the following supplementary allocations have been integrated into the base allocation for the management of the head office:

- government accounting reform (\$114.9K)
- relocation of educational services (amount related to administrative services) (\$122K)

### 3.1.2 Equipment operation

The allocation for equipment operation is broken down as follows:

- non-unionized staff
- unionized staff
- employer contribution
- other expenses

For the school year concerned, the allocation is determined based on that of the previous school year, adjusted to take into account, if applicable, any changes to the employer contribution rate, provisions in collective agreements or other agreements that cover unionized and non-unionized staff, and the variation in the CPI for the school year concerned for the other expenses, as defined in Appendix A.

The base allocation for the school year concerned is then determined by applying the percentage variation in the youth sector student population and that of the surface areas in square metres as defined in Appendix A.

For the 2019-2020 school year, the following supplementary allocations have been integrated into the base allocation for equipment operation:

- measure 30154 — Website administration (\$80K)
- measure 30176 — High-speed telecommunications network (\$1.7M)
- measure 30173 — Translation: English, French and Inuktitut (\$90K)

#### **4. Measure 19000 — Base allocation for school transportation**

The School Board is authorized to organize transportation for its students and receives a base allocation to do so. This allocation covers the daily and periodic transportation of secondary school and post-secondary students as well as that of students enrolled in the program for community workers that leads to a certificate, the transportation of personal effects and the training of student transportation vehicle drivers.

##### ***4.1. Daily transportation***

The daily transportation allocation funds the operating costs of state-managed vehicles belonging to the School Board and includes the drivers' remuneration, gas, repairs, rental of spaces and the allocations paid to parents intended to cover transportation expenses in whole or in part.

##### ***4.2. Periodic transportation for secondary school students***

The periodic transportation allocation covers the real transportation expenses for students enrolled in a program leading to a Secondary School Diploma in a Québec public school or in one of the province's public adult education centres who must live away from their permanent residence because the program is not offered in their community school.

In cases where the periodic transportation must be by airplane, the allocation covers the real costs of the transportation of the student, the student's spouse and children living with the student, from their home to the municipality in which the educational institution is located, up to a maximum of three round trips per year. These three trips are: one-way at the beginning of the school year and one back at the end, one round trip at Christmas and one round trip at the discretion of the School Board. If the student is enrolled in the youth sector, the real costs of one additional round trip, in accordance with the calendar established by the School Board, are covered.

##### ***4.3. Periodic transportation for post-secondary students***

The allocation for the periodic transportation of post-secondary students covers the real costs of the transportation of students enrolled in a college, university or technological institute recognized by the Ministère de l'Éducation et de l'Enseignement supérieur for the purposes of applying the provisions of the Regulation respecting financial assistance for education expenses, to follow a program of study that requires the prior successful completion of secondary school studies.

The allocation covers the student's expenses as well as those of the student's spouse and children living with the student, from their home to the municipality where the educational institution is located, up to a maximum of three round trips per year. These three trips are: one-way at the beginning of the school year and one back at the end, one round trip at Christmastime and one round trip at the discretion of the School Board.

#### ***4.4. Periodic transportation for students enrolled in a program for community workers that leads to a certificate***

The allocation for the periodic transportation for students enrolled in a program for community workers that leads to a certificate covers the real costs of their transportation, provided they are enrolled in three semesters a year. It covers a maximum of three round trips a year, from the student's home to the training site.

The real costs of the round-trip transportation of the student's spouse and children living with the student from their home to the training site are also covered, in accordance with the following standards:

- When the session lasts less than six weeks, the real round-trip transportation costs for the children under the age of two are eligible.
- When the session lasts longer than six weeks, the real costs of the round-trip transportation of the student's spouse and children are eligible.

The authorization of these trips is at the School Board's discretion.

#### ***4.5. Transportation of personal effects***

The allocation for the transportation of personal effects covers the real costs if the periodic transportation must take place by airplane, up to an annual maximum of:

- 135 kg for the student and the student's spouse
- 90 kg per dependent aged two or over
- 45 kg per dependent under the age of two

#### ***4.6. Training of student transportation vehicle drivers***

Subject to the availability of funds, the School Board receives an allocation to train school bus drivers who will receive, during the school year, training to obtain the necessary permit authorizing them to drive a school bus set up to transport more than 24 passengers at a time or a bus set up to transport 24 passengers or less, and a minibus.

## **5. Measure 20000 — Non-recurrent adjustments**

The adjustments may be upward or downwards and may be made at the beginning of or during the year.

### ***5.1. Verification of student enrolment***

Allocation reductions or increases resulting from the verification of student enrolment in the youth sector and adult sector for the preceding school year and the school year concerned, the results of which were not integrated into the base allocations during the previous or current year. The non-recurrent adjustment applies only to the base allocation for educational activities for the year affected. No adjustment will be made for the years prior to the preceding school year, except in the case of a specific situation attributable to the Ministère or a specific verification operation.

### ***5.2. Strikes or lock-outs***

Allocation reductions resulting from the interruption of activities due to strikes or lock-outs. Compensation may, however, be granted for certain expenses incurred during such events.

### ***5.3. Technical adjustments***

Changes to allocations may be made during the period covered by the budgetary rules.

Furthermore, the Ministère may amend, for the school year concerned, the allocation parameters for school boards affected by the transfer of staff or student population in order to take into account the financial consequences of this transfer.

### ***5.4. Transfer of regular student population after September 30***

The non-recurrent adjustment enables the transfer of regular student population between the School Board and private educational institutions authorized for subsidy purposes after September 30 of the current school year to be taken into consideration. The adjustment corresponds to the amount allocated to each of the private educational institutions authorized for subsidy purposes that has a certain number of students “converted” into the equivalent of full-time students in accordance with the method described in Appendix C.

### ***5.5. Others***

Adjustments to the funding may be made for unforeseen situations.

## 6. Measure 30000 — Supplementary allocations

The measures for which there are supplementary allocations are described below. Information on the management procedures may be found in the document entitled Recensement des demandes d'allocations au ministère de l'Éducation et de l'Enseignement supérieur (available in French) for the school year concerned.

### Measure 30020 — Ongoing teacher training

#### FOCUS

This measure is intended to provide ongoing support and training for teachers in isolated Northern communities.

#### ALLOCATION STANDARDS

#### **Sub-measure 30025 — Training of Inuit teachers in the territory under the School Board's jurisdiction**

An allocation of up to \$365 000 may be granted annually. To receive it, the School Board must submit a policy and a report on the use of resources to the Ministère.

#### **Sub-measure 30026 — For regional pedagogical days**

Since the 2019-2020 school year, this allocation has been integrated into the base allocation for educational activities in the youth sector.

#### **Sub-measure 30027 — Supplementary allocation for training and the regional pedagogical days**

In addition, the Ministère will allocate an amount equivalent to that of the School Board to carry out educational activities related to the training of Inuit teachers and regional pedagogical days following an administrative rationalization, to a maximum of \$375 000 a year. The amount will be determined following an analysis of the School Board's financial reports. The Ministère will conduct its analysis based on the administrative expenses (code 50000 in TRAFICS) for the previous year. The continuing professional development expenses will not, however, be included in this calculation. They should be diminishing every year. The Ministère reserves the right to withdraw this measure based on the financial resources available.

## **Measure 30100 — Support for pedagogical development**

### **FOCUS**

These measures contribute to pedagogical development in general education and vocational training in both the youth and adult sectors, in the minority language and in Indigenous communities. The projects may take various forms (development and implementation of programs, training in Québec detention centres, etc.). To carry them out, the Ministère may team up with staff from school boards or retain the services of the School Board.

### **ALLOCATION STANDARDS**

#### **Sub-measure 30106 — Pedagogical development**

Since the 2019-2020 school year, this allocation has been integrated into the base allocation for educational activities in the youth sector.

#### **Sub-measure 30107 — Training in Québec's detention centres**

In establishing the allocation for supplementary costs associated with training groups whose numbers are below the funding standard, the Ministère takes into account the implementation of general education programs and customized vocational training as well as the supplementary resources required to support the organization of services in a detention centre, in accordance with the agreement between the Ministère de l'Éducation et de l'Enseignement supérieur and the Ministère de la Sécurité publique du Québec. The Ministère de l'Éducation et de l'Enseignement supérieur will cover the expenses incurred for the support of training in Québec's detention centres. At the start of the school year concerned, the School Board must present the nature of its requests and a budget for each of them. It must submit a report on the use of resources to the Ministère at the end of the fiscal year. The financial resources available at the Ministère will determine the nature and number of the requests accepted.

#### **Sub-measure 30108 — Training in youth centres and rehabilitation centres for young people with difficulties**

This measure is intended to support the training of young people in youth centres and rehabilitation centres using the School Board's educational services.

For clients being educated in centres that have agreements with the *Régie régionale de la santé et des services sociaux du Nunavik* (Nunavik Regional Board of Health and Social Services), a teaching-related allocation is granted based on the number of unoccupied places on September 30 of the current school year. The amounts per place are established by the School Board based on the subsidized cost per teacher from the School Board and a 1/8 teacher-student ratio. The School Board will provide the Ministère with the list of students being schooled in the centres on September 30 of the school year concerned.

For clients being educated in Montréal, the Ministère will cover the expenses incurred to support their training. The amount is confirmed at the end of the fiscal year of the current school year and takes into

account the costs incurred during the school year. The School Board must submit a report on the use of resources to the Ministère.

### **Sub-measure 30109 — Development of programs on Inuit culture or Inuit life**

Since the 2019-2020 school year, this allocation has been integrated into the base allocation for educational activities in the youth sector.

## **Measure 30110 — Support for student retention and educational success**

This measure is intended to support schools in implementing initiatives which have been validated by research as helping students to stay in school and achieve success. These initiatives are adapted to the age, developmental stage and realities of the students.

### **Sub-measure 30111 — *Services d'accueil, de référence, de conseil et d'accompagnement* (reception, referral, counselling and support services) (SARCA)**

In order to facilitate the expansion of the reception, referral, counselling and support services (SARCA) offered to adults by the School Board, the Ministère provides it with funding. For the 2019-2020 school year, the allocation granted is that of the previous school year, indexed and augmented by \$45 000. This allocation is indexed annually in accordance with the applicable adjustment rate.

### **Sub-measure 30112 — Support for the implementation of effective measures to prevent violence and bullying and promote a safe, positive and caring school climate**

#### **FOCUS**

This measure assists schools in implementing a structured and concerted strategy to prevent and counter violence and bullying in school.

It is intended primarily to foster the development of relational skills at all grade levels in order to promote a safe, positive and caring school climate conducive to student success and the well-being of all. The measure also contributes to the organization of pedagogical and psychosocial support services that promote preventive actions (support the work of the team created to counter violence and bullying).

#### **ALLOCATION STANDARDS**

The allocation is \$43 189 for the 2019-2020 school year and is indexed annually in accordance with the applicable adjustment rate.



## **Sub-measure 30113 — Support for the implementation of effective suicide prevention measures**

### **FOCUS**

This measure is consistent with the implementation of effective interventions to prevent violence and bullying and promote a safe, positive and caring school climate. It is intended to help schools implement effective suicide prevention measures and, more specifically, to hire locally available resources to support young people. The resources hired will enable a program to directly support young people and strategies for addressing traumatic incidents to be created as well as provide support for the local counsellors in the schools.

### **ALLOCATION STANDARDS**

The funding for hiring each of these resources is granted depending on the actual hiring. The maximum allocation is \$1 300 000 for each of the school years. The amount is confirmed at the end of the fiscal year for the school year underway and takes into account the expenses incurred during the school year.

## Sub-measure 30114 — Minimum level of services in schools

### FOCUS

This measure is intended to ensure a basic level of complementary services provided by qualified resources in each school that serves preschool, elementary and secondary school students in order to meet their needs in the areas of support for learning, accompaniment and follow-up.

It provides financial support for practices that promote a continuity of services as well as collaborative, interdisciplinary work in the school that ensures that the roles of prevention, intervention and counselling for students and workers are filled. The actions implemented under this measure are intended to encourage all students to stay in school and achieve success throughout their entire schooling. The school's choices are in line with its educational project.

### ALLOCATION FORMULAS

Allocation for preschool and elementary school (in advance)	=	Base amount per school building	x	Number of school buildings taken into account for kindergarten-for-five-year-olds and for elementary school	+	$\frac{\text{Number of student groups taken into account by the School Board}}{\text{Number of student groups taken into account by all the school boards}}$	x	Balance of the budget envelope available

Allocation for secondary school (in advance)	=	Base amount per school	x	Number of secondary schools taken into account	+	$\frac{\text{School Board student population taken into account}}{\text{Student population taken into account for all the school boards}}$	x	Balance of the budget envelope available

### ALLOCATION STANDARDS

1. The School Board's allocation is granted in advance.
2. The budget envelope available for all the special-status school boards is \$6.88M for the 2019-2020 school year and is indexed annually in accordance with the applicable adjustment rate. It consists of a \$4.47M budget envelope for preschool and elementary school, and a \$2.41M budget envelope for secondary school. Any increase in the budget envelope available for this measure for the school years covered by these budgetary rules applies to the allocation granted to the School Board.

3. The allocation includes a base amount of \$57 500 per school building for kindergarten-for-five-year-olds and elementary school, and per school for secondary. The base amount for the school year concerned is indexed annually in accordance with the applicable adjustment rate.
4. The school buildings in which students in kindergarten-for-five-year-olds and in elementary school were being educated on September 30 of the previous school year are taken into account in the calculation of the allocation for preschool and elementary school. School buildings with more than 15 students or in which the number of elementary school students represents more than 10% of the total student population are taken into account. The groups of students taken into account are those attending kindergarten-for-five-year-olds and elementary school in the school buildings that are taken into account.
5. Secondary schools with a school population of more than 10 students on September of the previous school year are taken into account in the calculation of the allocation for secondary school.

### **Sub-measure 30115 — Educational success of children in preschool and Elementary Cycle One**

This sub-measure is intended to provide support for schools and teachers by contributing to the funding of professional resources in order to foster the success and overall development of students in preschool and Elementary Cycle One. The sub-measure also covers the implementation of actions designed to ensure that the first transition from preschool and their parents to elementary school is a smooth one. Lastly, the sub-measure is intended to make more children's books available to children attending preschool and Elementary Cycle One in order to encourage their love of reading, their introduction to written language and the development of their reading skills. The allocation is \$298 853 for the 2019-2020 school year and is indexed annually in accordance with the applicable adjustment rate.

### **Sub-measure 30116 — Parental assistance**

This sub-measure is intended to better guide parents of preschoolers and Elementary 1 students. The support offered under this measure can take the form of awareness-raising on school life, in particular through the organization of lectures by specialists in cognitive development, mathematics instruction during the first years of school and the new grammar; workshops on motor stimulation, emergent literacy, self-esteem and so forth. This support is organized in concert with the school governing boards and complements the measures proposed by the Ministère de la Famille to better support the transition to school. This allocation to the Kativik Ilisarniliriniq School Board is calculated using the same allocation formula as that used for the linguistic school boards, in accordance with the Operating budgetary rules for the 2018-2019 to 2020-2021 school years<sup>1</sup>. The allocation for the 2019-2020 school year is \$29 889. Furthermore, any increase in the budget envelope available for this measure for the school years covered by the present budgetary rules applies to the allocation granted to the School Board.

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<sup>1</sup> Corresponds to measure 15024 of the school boards' operating budgetary rules for the 2018-2019 to 2020-2021 school years.

## **Sub-measure 30117 — Support for the implementation of compulsory content**

### FOCUS

This measure is intended to support and equip school staff in implementing the compulsory content in sexuality education, and academic and career guidance. The measure helps cover the cost of release time for teachers to participate in training activities.

### ALLOCATION STANDARDS

For each of the school years, the allocation is composed of a base amount of \$45 000, to which is added an amount of \$1 000 per school.

## **Measure 30120 — Inspiring and accessible schools**

### **Sub-measure 30121 — Inspiring Schools**

#### FOCUS

An inspiring school that has its local identity opens new horizons for its elementary and secondary school students by stimulating their talents and aptitudes. The Inspiring Schools measure is intended to support schools and enable all students to broaden their fields of interest and commit more deeply to their educational success. It also helps provide all students with access to various activities, educational field trips and school projects. This measure thus promotes the optimal development of young people by introducing them to culture, science, physical activities, entrepreneurial activities, or getting them to participate in special projects.

This allocation to the Kativik Ilisarniliriniq School Board is calculated using the same allocation formula as that used for the linguistic school boards, in accordance with the Operating budgetary rules for the 2018-2019 to 2020-2021 school years<sup>2</sup>. This allocation is \$198 169 for the 2019-2020 school year.

### **Sub-measure 30122 — Cultural activities and field trips**

#### FOCUS

This measure is intended to financially support school boards in designing and carrying out actions that help integrate the cultural dimension into the schools, including activities that fall under the *Alliance Culture-Éducation* strategy. It contributes to providing students with quality cultural products and promotes culture. It results in the organization of educational field trips to cultural venues and the hosting of information, promotion and training activities in the school system. The allocation is \$227 172 annually.

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<sup>2</sup> Corresponds to Measure 15230 of the School Boards' Operating budgetary rules for the 2018-2019 to 2020-2021 school years.

## **Sub-measure 30123 — À l'école, on bouge!**

### FOCUS

This measure is consistent with the Going the Healthy Route at School framework policy, the Policy on Physical Activity, Sport and Recreation, the Policy on Educational Success and the *Politique gouvernementale de prévention en santé*. It is intended to support preschool and elementary school educational settings so that all their students can be physically active for at least 60 minutes of every school day, including their scheduled physical education and health classes. Schools that take advantage of this measure can register voluntarily and for free in the Force 4 program of the *Grand Défi Pierre Lavoie*.

The plan is to support the same establishments over a three-year period using a regressive model that allows new schools to benefit from this measure every year. The objective is to support school teams so that they commit to changing their practices, both within the organization and the activities, and that the daily incorporation of 60 minutes of physical activities will be maintained after this financial assistance has expired. It therefore acts as a lever for the adoption of new structuring ways of doing things.

Educational institutions that wish to benefit from this measure agree to:

- Put someone in charge to ensure the implementation of the project and support the school team. Given the nature of their expertise, the physical education and health teacher should play this role.
- Include this role in the duties of the person in charge or give him or her release time to carry it out, given the number of hours required for the implementation of the project and the support to be given to the school team, all in compliance with the collective agreement currently in force. A portion of the allocation may be used to this effect.
- Offer students different opportunities to be physically active at school for at least 60 minutes a day, primarily by maximizing active play during recesses and by incorporating physical activities in the classroom.
- Among the activities offered to the students, include a field trip to an outdoor area or a nature class that appeals to both girls and boys.

It is also hoped that the educational institutions will offer various physical activities during childcare periods and extracurricular sports and outdoor physical activities for all ages that appeal to both girls and boys.

## ALLOCATION STANDARDS

This allocation to the School Board is calculated using the same allocation formula as that used for the linguistic school boards, in accordance with the Operating budgetary rules for the 2018-2019 to 2020-2021 school years<sup>3</sup>. The allocation is \$25 677 for the 2019-2020 school year.

### **Sub-measure 30124 — Extracurricular activities in secondary school**

This measure is intended to support secondary schools so that they can offer a free, diversified program of extracurricular activities to all of their students, thus encouraging the regular practice of physical activities, fun, feelings of satisfaction and accomplishment, and the development of a sense of belonging to the school. The goal is to encourage participation and create an environment that is stimulating and conducive to student retention and educational success.

This allocation to the Kativik Ilisarniliriniq School Board is calculated using the same allocation formula as that used for the linguistic school boards, in accordance with the Operating budgetary rules for the 2018-2019 to 2020-2021 school years<sup>4</sup>. The allocation for the 2019-2020 is \$223 318.

### **Sub-measure 30125 — Action Plan on Digital Technology**

#### FOCUS

This measure is intended to support the professional development of school staff through continuing education activities on the educational use of digital technologies. School staff can therefore update and expand their skills and be better equipped to continue incorporating digital technology into their educational setting.

The allocations may be used to:

- Provide release time for teaching staff to participate in professional development activities
- Cover the cost of the training activities in which school staff participate

The measure is also intended to support the School Board so that it can strengthen and improve the technical support for students, teachers, and professional and technical staff (users) with regard to their use of digital technology in an educational setting.

Lastly, the measure contributes to funding the acquisition of digital educational resources (DER) to support the teaching, learning and evaluation of all students, including those with social maladjustments or learning disabilities and contributes to the development of 21st-century skills and knowledge in students. This measure provides funding for DER such as subscriptions to DER platforms and annual licences.

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<sup>3</sup> Corresponds to Measure 15023 of the School Boards' Operating budgetary rules for the 2018-2019 to 2020-2021 school years.

<sup>4</sup> Corresponds to Measure 15028 of the School Boards' Operating budgetary rules for the 2018-2019 to 2020-2021 school years.

## ALLOCATION STANDARDS

The allocation is \$436 877 for the 2019-2020 school year and is indexed annually in accordance with the applicable adjustment rate.

### **Measure 30130 — Allocations with respect to collective agreements**

#### FOCUS

This measure is intended to fund certain expenses stemming from the provisions in the collective agreements related to the professional development of the School Board's teaching staff in remote regions and job security. The funding is contingent upon compliance with the collective agreements and the Ministère's policies with regard to job security.

#### ALLOCATION STANDARDS

#### **Sub-measure 30134 — For the professional development of teaching staff in remote regions**

The allocation standard for the school year concerned is that contained in the collective agreements.

#### **Sub-measure 30135 — Job security**

This allocation funds part of the expenses related to job security for the staff employed by the School Board. The funding is contingent on compliance with the collective agreements and the Ministère's policies with regard to job security. The allocation is granted following an ad hoc analysis of the amounts related to staff laid off by the School Board.

### **Measure 30140 — Support for administration and equipment**

#### FOCUS

This measure covers the compensation fund, rental of buildings and interest on short-term loans.

#### ALLOCATION STANDARDS

#### **Sub-measure 30144 — Compensation fund**

The allocations serve to reimburse expenses other than those that concern investments, taking into consideration a deductible of \$15 000 per damage incident and a partial reimbursement of the taxes applicable, unless this deductible has not been taken into account in the corresponding measure for investments. The *Régime d'indemnisation pour dommages directs aux biens des commissions scolaires* (Compensation fund for direct damage to school board property) details the process and management rules. The School Board must inform the Ministère as soon as it discovers the damage, otherwise it may lose its right to be compensated under this fund.

### **Sub-measure 30145 — Rental of buildings**

The rented floor space recognized for allocation purposes and viewed as necessary to temporarily fill a need for classrooms, administrative premises or teachers' residences, will be established based on the size of the surface area that has been standardized by the Ministère for spaces of the same type. The allocation is granted following an analysis carried out by the Ministère and covers 75% of the rental costs for the head office located in Montreal and 100% of other costs related to the rental of buildings.

### **Sub-measure 30146 — Interest on short-term loans**

This allocation serves to fund the real costs incurred because of delays in the payment of operating subsidies. The Ministère will provide an allocation to fund only the interest expenses for loans taken out by the School Board while it awaits the payments stemming from the present budgetary rules.

This allocation will take into account the rate at which funds related to the subsidized elements defined in the description of the measure are disbursed and the rate at which the Ministère's subsidy is being used up.

## **Measure 30150 — Education allocations specific to special-status school boards**

### **FOCUS**

This measure provides funding for certain education expenses specific to the School Board, given its special status.

### **Sub-measure 30151 — Resource teachers to replace teachers and to support and accompany students and teachers**

This sub-measure is designed to allow each school to hire a full-time resource teacher available to replace teachers who are absent. When resource-teachers are not replacing absent teachers, they are assigned to support and accompany students and teachers in accordance with the school's organizational plan.

The maximum annual allocation is \$2 100 000 and its purpose is to fund the "Resource teacher" part of the hired teacher's task. When the resource teacher replaces an absent teacher, this "Replacement" part of the task of the hired teacher is assumed by the "Absence" part of the subsidized cost per teacher. The amount is confirmed at the end of the fiscal year of the current school year and takes into account the costs incurred during the school year. The School Board must provide the Ministère with a report on the use of resources.



### **Sub-measure 30152 — Nutrition program**

This allocation funds the provision of milk and food to certain students and is intended to help students develop the habit of drinking milk and eating nutritious foods, to promote healthy eating habits and to raise parental awareness of the necessity of good nutrition. This allocation corresponds to that of the previous school year, indexed for the school year concerned and subsequent years based on the variation in the CPI as defined in Appendix A.

### **Sub-measure 30153 — Support and guidance for students with difficulties or handicaps**

This allocation is intended to ensure the implementation of educational services designed for these students, whether they have handicaps, severe behavioural disorders, adjustment difficulties or learning difficulties. It allows for the hiring of specialized resources to support students with bilateral hearing loss, fetal alcohol spectrum disorders, severe emotional problems stemming from the increase in violence in the schools, among others, and ensures support for the students in each of the languages of instruction.

Since the 2017-2018 school year, a verification process involving sampling and accompaniment has been implemented for the codes for students with handicaps or severe behavioural disorders. This process is detailed in a document available on the Ministère's website.

The allocation of \$2 911 778 for the 2019 2020 school year is indexed each year in accordance with the collective agreements. It consists of two amounts indexed at different rates. Of this amount, \$1 988 738 (for the 2019 2020 school year) is indexed annually at 50% for teaching staff and non-teaching unionized staff, respectively. Of the \$923 040, 67% is indexed for teaching staff and 33% for the non-teaching unionized staff.

Since the 2019-2020 school year, the amount of \$1 250 000 has been integrated into the base allocation for educational activities in the youth sector.

### **Sub-measure 30154 — Website management**

Since the 2019-2020 school year, this allocation has been integrated into the base allocation for the organization of services.

### **Sub-measure 30155 — Tutoring and homeschooling of students**

The allocation of \$89 000 (for the 2018-2019 school year) to hire a part-time coordinator is indexed annually based on the variation in the CPI as defined in Appendix A. For the 2019-2020 and subsequent school years, the allocation is increased by \$60 000. This amount includes remuneration, travel and communication expenses, the setting up of a room and the required pedagogical materials.

In addition, a maximum amount of \$12 000 per student is allotted for students being schooled in the tutoring program, in accordance with the funding procedures contained in the policy that the School Board must establish at the start of each school year and send to the Ministère no later than November 1 of the same year. This program is intended for all students enrolled in the School Board and students who are

beneficiaries of the *James Bay and Northern Quebec Agreement* and who are enrolled in other school boards.

For students who are entirely homeschooled, based on the declaration of the student population, the allocation is \$17 000 per student. Students who are entirely homeschooled must be declared in Charlemagne as being homeschooled in order to receive this allocation. Under section 15.4 of the *Education Act* (CQLR, c. I 13.3), a student is exempted from attending a school if the student is being homeschooled and the education experience being provided is, as per an evaluation conducted by the School Board or at its request, deemed equivalent to that offered by or experienced at the school.

The list of students who are being schooled in the tutoring program or being entirely homeschooled must be sent annually to the *Direction générale du financement* of the Ministère at the same time as the School Board's financial report.

### **Sub-measure 30156 — Multidisciplinary teams for students with special needs**

This sub-measure is intended for hiring professionals in order to deploy three multidisciplinary mobile teams to evaluate students' difficulties and to accompany and support them throughout their schooling.

The funding for hiring each of these resource people is granted based on actual hiring. The maximum allocation is \$2 000 000 for each of the school years. The amount is confirmed at the end of the fiscal year for the current school year and takes into account the expenses incurred during the school year. The School Board must submit a report to the Ministère on the use of the resources.

## **Measure 30170 — Administrative allocations specific to special-status school boards**

### FOCUS

This measure provides funding for certain administrative expenses specific to the School Board, given its special status.

### ALLOCATION STANDARDS

### **Sub-measure 30171 — Operating costs following new construction or expansion during the year**

This allocation serves to fund, on a transitional basis, the operating costs stemming from new construction or expansion not covered by the base allocations.

An allocation request can be submitted to the Ministère if a substantial number of square metres of floor space (500 m<sup>2</sup> or more) is added during a school year for the construction or expansion of a school. The calculation of the allocation will take into account the floor space added and subtract the square metres that have become obsolete during the year. It corresponds to an adjustment of the general base allocation during the school year concerned prorated based on the number of months of use and in accordance with the analysis conducted by the Ministère.

### **Sub-measure 30173 — English, French and Inuktitut translation**

Since the 2019-2020 school year, this allocation has been integrated into the base allocation for the organization of services.

### **Sub-measure 30174 — Administrative bonuses for recruitment and retention**

This allocation provides funding for certain expenses incurred by the School Board related to the agreement with the *Association de l'enseignement du Nouveau-Québec* as well as with the *Fédération des professionnelles et professionnels de l'éducation du Québec* with regard to the working conditions of its teaching and professional staff. More specifically, it concerns the administrative bonus for recruitment and retention granted to the School Board's teachers in adult education and vocational training, professionals, school principals and directors of adult education centres, and school vice-principals and assistant directors of adult education centres. The final allocation is determined after the analysis of the School Board's financial report and upon presentation of a report on the costs assumed by the School Board.

### **Sub-measure 30175 — Reimbursement of expenses incurred for the transportation of food**

This allocation helps fund the School Board's expenses related to the reimbursement of 66% of the expenses incurred for the transportation of food, in the school year concerned, by School Board employees other than teachers in general education in the youth sector. The amount is allocated after the analysis of the School Board's financial report and upon presentation of a report on the costs assumed by the School Board.

### **Sub-measure 30176 — High-speed telecommunication network**

Since the 2019-2020 school year, this allocation has been integrated into the base allocation for the organization of services.

### **Sub-measure 30177 — Activities related to human resources**

This allocation helps fund:

- costs relating to the recruitment of teachers outside the province
- organization of an orientation week for new staff who come from outside Nunavik; the allocation helps mainly to pay the staff during this week
- upgrading of French language skills for non-unionized staff and support staff
- professional development for non-unionized staff and support staff

The maximum allocation is \$650 000 and the actual amount is determined after the analysis of the School Board's financial report and upon presentation of a report on the costs assumed by the School Board.

## **Measure 30180 — Student assistance program**

### **Sub-measure 30181 — Support for students**

This allocation is intended to help the School Board assume the costs of this program. The Ministère determines the allocation standards for this program and how it is managed. The allocation is granted in accordance with the criteria defined in the document on the student assistance program (Appendix B).

### **Sub-measure 30182 — Support for accessing post-secondary education outside the community**

This sub-measure is intended to develop projects aimed at facilitating the transition of Inuit students to higher education and to ensure a higher student retention rate after the first year of post-secondary studies. The projects must include accompaniment and support activities that are available to students throughout their studies. The Nunavik Sivunitsavut project, implemented with John Abbott College, is an example of a project that could be supported by this measure.

The maximum allocation is \$1M for each of the school years. The amount is confirmed at the end of the fiscal year of the current school year and takes into account the expenses incurred during the school year.

## **Measure 30360 — Allocations with respect to provincial agreements**

### **FOCUS**

This measure is intended to fund certain provisions of the 2015 to 2020 agreements concluded with representatives of the teachers and the professionals. The allocated funds must be used exclusively for the purposes for which they were granted.

### **Sub-measure 30361 — Addition of professional resources associated with the educational success of students in the youth and adult general education sectors (letter of understanding outside of the collective agreement)**

The Ministère confirms the allocation of a budget envelope of \$260 000 for the 2017-2018 school year (Schedule 29). Beginning with the 2018-2019 school year, and for each subsequent school year covered by the P4 2015-2020 collective agreement, this budget envelope will be maintained and updated in accordance with the yearly increases in the professionals' salary rates and scales.

### **Sub-measure 30362 — Support for classroom integration (Schedule 29)**

The Ministère allocates the amount of \$235 000 to the Kativik Ilisarniliriniq School Board for the addition of teachers who are specialists in working with students with handicaps, social maladjustments or learning disabilities, for each of the following four school years: 2016-2017, 2017-2018, 2018-2019 and 2019-2020. Given that the amounts for the 2016-2017 and 2017-2018 school years were not used, the allocations for the 2018-2019 and 2019-2020 school years will each be in the order of \$470 000. For the 2018-2019 and 2019-2020 school years, the Ministère also allocates the amount of \$100 000 each to enhance the amounts awarded in Schedule 29. The total allocation for support for classroom integration for each of the 2018-2019 and 2019-2020 school years will be \$570 000.

### **Measure 30370 — Student ombudsman**

This allocation corresponds to an amount of \$50 000 indexed for the school year concerned and the subsequent school years, in accordance with the variation in the CPI as defined in Appendix A.

### **Measure 30390 — Other allocations**

#### **FOCUS**

These allocations relate to special situations not included in the base allocations or in any other supplementary allocation measure.

#### **ALLOCATION STANDARDS**

All allocations under this measure are granted following specific analyses by the Ministère and based on available resources. In accordance with the Regulation respecting the promise and awarding of grants, all awards and all promises of grants must be submitted for the prior approval of the Government if the amount of such award or promise is equal to or greater than \$1M, or of the Conseil du trésor if the amount of the grant or promise is greater than \$50 000, but less than \$1M.

## 7. Calculation of the operating allocation

The total amount of the operating allocation is calculated by deducting, from the previously established allocations, the revenues in lieu of government grants described in section 7.1 below.

### ***7.1. Revenues in lieu of government grants***

Revenues in lieu of government grants have the following characteristics:

- They are collected by the School Board under administrative agreements or agreements between different agencies, or by authorization of the Ministère.
- They effectively replace the participation of the Ministère in the funding of the expenses covered by the operating allocation.
- They are taken into account in establishing the operating allocation granted by the Ministère and are therefore deducted from the total of the allocations, in accordance with the rules in this part of the document.

#### 7.1.1. Other revenues in lieu of government grants

All other revenues in lieu of government grants not described above, including tuition fees to be collected by the School Board resulting from an agreement with a school board or educational institution elsewhere in Canada, and supplementary contributions through trust accounts are included in this category.

## Section B Investment budgetary rules

### 1. Measure 18000 — Base allocation

The base allocation is intended primarily for the acquisition of furniture, equipment and tools (*MAO*) for general education and childcare services. It is also used to upgrade and transform buildings, especially for work required to bring them into compliance with the laws and regulations governing workplace health and safety and security in public buildings, and to develop computer systems.

Any unused balance of the base allocation, taking into account the balance brought forward from previous years, may be used to pay off (capital portion) long-term loans for which the School Board is responsible and which were authorized in advance by the Ministère, to fund expenses for investments and for paying off (capital portion) capital leases.

#### **Measure 18010 — Base allocation for the acquisition of furniture, equipment and tools (*MAO*)**

The School Board receives an annual base allocation for the acquisition of furniture, equipment and tools (*MAO*) for preschool education, elementary education and secondary general education as well as for the residences (teachers, students, professional staff and support staff).

This allocation corresponds to the base allocation for the previous year, adjusted for the school year concerned and subsequent school years based on the variation of the student population in the youth sector and the variation in the CPI, as defined in Appendix A.

The School Board also receives an annual base allocation for the *MAO* for adult general education and for vocational training.

This allocation is \$100 000 for the 2019-2020 school year. It is adjusted annually based on the variation in the CPI as defined in Appendix A.

#### **Measure 18040 — Base allocation for minor building renovation and transformation projects**

The School Board receives an annual base allocation for minor renovation and transformation projects involving its buildings, including residences (teachers, students, professional staff and support staff).

This allocation corresponds to the base allocation for the previous year, adjusted for the school year concerned and subsequent school years based on the variation in square metres and the variation in the CPI, as defined in Appendix A.

## **Measure 18080 — Non-recurrent adjustment**

A non-recurrent adjustment is an upward or downward adjustment made to the base allocation for various reasons during the year.

## 2. Measure 30000 — Supplementary allocations

### **Measure 30800 — Supplementary allocation for the renovation of buildings, purchase of vehicles and resolution of specific problems**

#### FOCUS

The projects that can be funded under this measure are grouped into three categories:

- building renovations (30801)
- acquisition of a service vehicle or school bus (30802)
- projects to resolve specific problems (30803)

An allocation of \$6M has been set aside for each of the years covered by these budgetary rules. This allocation may be increased any time in the school year, depending on the available resources and the needs identified by the School Board in its capital planning.

#### **Sub-measure 30801 — Building renovations**

#### FOCUS

This sub-measure funds:

- building renovation work
- work to bring buildings up to code or current standards
- correction of an infrastructure that presents a major documented problem likely to compromise the health or safety of the occupants
- functional transformation work

For this sub-measure, the eligibility criteria are as follows:

- projects must meet one or more of the following criteria:
  - significantly prolong the useful life of a building
  - ensure human health and safety
  - ensure that the building is in a condition that allows it to be used for its intended purposes



- reduce the risks of failure
- remedy the poor physical condition of a building
- The following buildings as eligible, provided that they are the property of the School Board:
  - school buildings (e.g. preschool, elementary schools, secondary schools, vocational training centre and adult general education centre)
  - residences (teachers, students, professional staff and support staff)
  - administrative buildings
- The cost of each project must be at least \$30 000.
- Each project must involve only one building and one or more one interdependent elements.

#### ALLOCATION STANDARDS

1. Projects funded under this measure must receive ministerial authorization.
2. A maximum of 10% of the envelope may be used to pay professional fees. If authorized, these expenses are charged to the project budget; if not, they must be assumed by the School Board. This amount may be spent prior to ministerial authorization for a project that is deemed a priority by the School Board. The eligible fees are those related to:
  - a feasibility study (specific expertise)
  - the preparation of the plans and specifications
  - the cost estimate
3. With the exception of paying the professional fees referred to in the previous paragraph, the School Board may not start the work prior to receiving ministerial approval.

#### **Sub-measure 30802 — Acquisition of a service vehicle or a school bus**

##### FOCUS

This measure funds the cost of purchasing service vehicles or school buses intended for use by the School Board.

The eligibility criterion for this measure is as follows:

- The school population or its increase as well as the condition of a service vehicle or school bus justifies the acquisition of a service vehicle or a bus.

## ALLOCATION STANDARD

Each project will be approved based on an analysis of the justifications presented by the School Board.

### **Sub-measure 30803 — Projects to resolve specific problems**

## FOCUS

This sub-measure funds projects to resolve specific problems that are not covered by the other budgetary rules.

## ALLOCATION STANDARD

Each project will be approved based on an analysis of the justifications presented by the School Board.

### 3. Measure 50000 — Specific allocations

The principal characteristics of specific allocations are as follows:

- Unless otherwise indicated, they are limited by the financial resources available to the Ministère for the year concerned.
- The final allocations are determined after analysis and acknowledgement that the conditions governing each one have been respected.
- Unless otherwise indicated, they cannot exceed the net expense (gross expense less applicable tax reimbursements and funding related to the project).

The Ministère may ask school boards that benefit from one of these specific allocations to submit data that will enable it to monitor the progress of the project.

#### **Measure 50510 — Addition of space**

This measure enables the School Board to increase its capacity by enlarging, acquiring, constructing or transforming a building. It also enables the School Board to add administrative premises.

This measure is composed of three sub-measures:

- Addition of space for general education (50511)
- Addition of space for vocational training leading to a diploma issued by the Ministre (50512)
- Addition of administrative premises (50513)

The Ministère's annual announcement letter concerning projects involving the addition of space will be sent no later than mid-November of the year preceding that in which the projects will be carried out.

Allocation standards common to all the sub-measures

1. A maximum of 10% of the envelope may be used to pay professional fees. If authorized, these expenses are charged to the project budget; if not, they must be assumed by the School Board. This amount may be spent prior to ministerial authorization for a project that is deemed a priority by the School Board. The eligible fees are those related to:
  - a feasibility study (specific expertise)
  - the preparation of the plans and specifications
  - the cost estimate
2. With the exception of the expenses related to the professional fees described in the previous paragraph, the School Board may not start the work prior to receiving ministerial approval.

## **Sub-measure 50511 — Addition of space for general education**

### FOCUS

This sub-measure enables the School Board to increase the number of students it can admit to general education through:

- the acquisition or construction of a building
- the enlargement or transformation of a building it owns

The eligibility criteria for this sub-measure are as follows:

- The School Board must demonstrate that:
  - in the village concerned, a large increase in the student population is forecast over the next five years at the elementary school level and over the next ten years at the secondary school level
  - the capacity of the existing schools, modular classrooms that have a useful life of five years or more and schools under construction in the village concerned, is or will be insufficient
  - if applicable, spaces that could serve as classrooms in the village are not available

### ALLOCATION STANDARDS

1. Each project will be approved based on the analysis of the justifications presented by the School Board. This may be contingent on specific conditions stated in the Ministère's letter of authorization.
2. The project's budget may be increased by up to 15% of the cost of the work if it implements architectural or engineering solutions that help support educational success or sustainable development. This increase is included in the Ministère's maximum financial assistance.
3. This increase is conditional upon the prior approval of the Ministère and must be the subject of a detailed justification at the design stage of the project.
4. The allocation request form is available from the Ministère.

## **Sub-measure 50512 — Addition of space for vocational training leading to a diploma issued by the Ministre**

### FOCUS

This sub-measure enables the School Board to increase its enrolment capacity in general education by:

- acquiring or constructing a building

- enlarging or transforming a building it owns

The eligibility criteria for the sub-measure are as follows:

- In the case of a project to add space, the School Board must demonstrate that the set-up or transformation of existing spaces that it owns in the village concerned does not satisfy the requirements for the programs of study in question.
- The set-up of learning spaces must work with the teaching formats developed by the Ministère.
- The project is in line with the guidelines related to the development and consolidation of vocational training.
- The project allows the new requirements for existing programs of study to be met, or allows a revised or new program of study to be implemented.
- The School Board must demonstrate that there are no spaces available in the village concerned that could be used for classrooms, workshops or administrative offices for vocational training.

## ALLOCATION STANDARDS

Each project will be approved based on the analysis of the justifications presented by the School Board. This may be contingent on specific conditions stated in the Ministère's letter of authorization.

### **Sub-measure 50513 — Addition of space for administrative premises**

#### FOCUS

This sub-measure allows the School Board to construct or set up spaces to meet specific needs for administrative premises such as offices, heated warehouses for school supplies and equipment, maintenance depots and garages for school buses or service vehicles.

The eligibility criteria for the sub-measure are as follows:

- The School Board must demonstrate:
  - that there is a dearth of such premises
  - that there are no spaces available that could serve as administrative premises
  - that this need can only be met by such construction, enlargement or acquisition
- Furthermore, if such premises are required, they must be set up, as much as possible, so they can serve as school warehouses, maintenance depots or garages for school buses.

## ALLOCATION STANDARDS

Each project will be approved based on the analysis of the justifications presented by the School Board. This may be contingent on specific conditions stated in the Ministère's letter of authorization.

### **Measure 50550 — Indemnification**

This measure is intended to provide financial support to the School Board so that it can handle special situations. It contains three sub-measures:

- Indemnification program (sub-measure 50551)
- Materials that present a health risk – Damage incidents (sub-measure 50552)
- Construction defects – Litigation (sub-measure 50553)

#### **Sub-measure 50551 — Indemnification program**

##### FOCUS

This sub-measure allows the School Board to be indemnified for direct damages caused to its property because of an incident.

The eligibility criteria are detailed in the document entitled *Régime d'indemnisation pour dommages directs aux biens des commissions scolaires – Règles d'admissibilité et de gestion*.

##### ALLOCATION STANDARDS

The process and management rules for presenting a claim are detailed in the document entitled *Règles d'admissibilité et de gestion du Régime d'indemnisation pour dommages directs aux biens des commissions scolaires*.

Referring to the concept of direct costs defined in the *Manuel de comptabilité scolaire*, the Ministère confirms that a maximum of 4% of the amounts paid under the measure may be used by the School Board to plan and monitor projects carried out under this measure.

#### **Sub-measure 50552 — Materials that present a health risk**

##### FOCUS

This measure allows financial assistance to be paid to:

- recover, replace or eliminate materials that present a health risk
- carry out work required following a damage incident

The eligibility criteria for the sub-measure are as follows:

- Depending on the applicable situation:
  - The building must contain a material that presents a health risk.
  - The incident must not be covered by the indemnification program. The term “incident” means an event that could not have been foreseen by the School Board or that results in damage to or loss of a building or its contents.

#### ALLOCATION STANDARDS

1. Each project is approved based on the analysis of the justifications presented by the School Board.
2. The allocation is determined based on the financial resources available, with a deductible of \$15 000 for each project where the expected total cost does not exceed \$100 000. If the cost is higher, a supplementary 10% deductible applies to the portion of the cost in excess of \$100 000.
3. Referring to the concept of direct costs defined in the *Manuel de comptabilité scolaire*, the Ministère confirms that a maximum of 4% of the amounts paid under the measure may be used by the School Board to plan and monitor projects carried out under this measure.

#### **Sub-measure 50553 — Construction defects — Litigation**

##### FOCUS

For the “Construction defects” component, this sub-measure covers the costs associated with the major repair or renovation of an element of the building in order to correct a construction defect, a major defect resulting in the total or partial loss of the work, or a defect that results in the construction being unfit for its intended use.

For the “Litigation” component, this measure covers the costs associated with the settlement of specific cases which could not have been foreseen by the School Board and which are related to an authorized construction project.

The eligibility criteria for the “Litigation” component are as follows:

- The Ministère must have authorized the settlement in advance.
- The expenses may arise from the judgment rendered by an expropriation court or a civil court, or from an out-of-court agreement, and include the legal fees or costs for expert witnesses associated with the School Board’s defence.

## ALLOCATION STANDARDS

Each project will be approved based on the analysis of the justifications presented by the School Board. This may be contingent on specific conditions stated in the Ministère's letter of authorization.

### **Measure 50610 — Interest on short-term loans**

#### FOCUS

This measure is intended to fund the cost of the interest on short-term loans that must be paid by a school board to fund the subsidized portion of its investment expenses for up to three months after the end of the school year during which these expenses were incurred.

#### ALLOCATION STANDARDS

The allocation is determined based on the total of the following two elements as presented in the financial report:

- the interest expenses arising from the short-term financing of the subsidized investment expenses for the current fiscal year
- the interest expenses arising from the short-term financing of the subsidized investment expenses for the previous fiscal year for a three-month period

This allocation is calculated based on the rate for one-month bankers' acceptances shown on page CDOR of the Reuters system, plus a margin of 0.30%. The highest rate for each week is taken into consideration when the allocation is calculated.

### **Measure 50640 — Sustainable development**

This measure is intended to fund work that respects the principles of sustainable development. It contains four sub-measures:

- Sub-measure 50641 — Energy efficiency
- Sub-measure 50642 — Recommissioning of systems
- Sub-measure 50643 — Environmentally responsible institutions
- Sub-measure 50644 — Drinking water conservation

#### **Sub-measure 50641 — Energy efficiency**

##### FOCUS

This sub-measure funds work to increase the energy efficiency of buildings.



The eligibility criteria are as follows:

- the work must involve:
  - heat production, distribution or recovery
  - air-conditioning systems
  - lighting systems
  - components of the architectural envelope
- all work that aims to improve the building's energy efficiency
- The set of initiatives focused on energy savings for the same building must be submitted together in a single request. However, one request may cover different initiatives planned for several buildings.
- An exception is made for work to install a biomass system to replace a heating system that is fed by fossil fuels. In this case, the period of return on the investment must be greater than or equal to seven years and the targeted reduction in the overall energy consumption by each building involved must be at least 15%.

### **Sub-measure 50642 — Recommissioning of systems**

#### **FOCUS**

This sub-measure partially funds the costs of activities aimed at checking and updating the electromechanical equipment.

The eligibility criterion is as follows:

- The expenses must not be related to the partial or complete replacement of a mechanical system.

#### **ALLOCATION STANDARDS**

1. The financial assistance equals 25% of the total cost of the project, up to a maximum of \$20 000 per building.
2. The allocation is confirmed once the installation work is completed and after the list of work and the calculations justifying the cost are presented to the Ministère.
3. The financial assistance may not exceed the amount stated in the Ministère's project acceptance letter.

## **Sub-measure 50643 — Environmentally responsible institutions**

### FOCUS

This sub-measure is intended to fund, as a priority, work that will help reduce and eliminate greenhouse gas (GHG) emissions. It may also be used to fund work to reduce the carbon footprint.

The eligibility criteria are set down in the reference document entitled *Projets d'infrastructures des commissions scolaires visant à rendre les établissements écoresponsables — Règles d'admissibilité et de gestion — Cadre normatif*.

### ALLOCATION STANDARDS

The management rules are set down in the reference document entitled *Projets d'infrastructures des commissions scolaires visant à rendre les établissements écoresponsables — Règles d'admissibilité et de gestion — Cadre normatif*.

## **Sub-measure 50644 — Drinking water conservation**

### FOCUS

This sub-measure is intended to provide financial support for work that will enable implementation of the *Plan d'action sur l'économie d'eau potable du réseau des commissions scolaires du Québec* (Action plan for drinking water conservation in Québec's school boards).

The eligibility criteria are as follows:

- Eligible work:
  - installation of smart water intake devices that shut off the main water valve when a leak is detected
  - installation of a system that enables the School Board to see, in real time, the overall consumption of drinking water by its entire building inventory as well as the consumption of drinking water per building
  - replacement of urinals equipped with automatic flushing systems with urinals that use less drinking water
  - replacement of water cooling towers
  - installation of a system that enables storm water to be used for urinals and toilets
  - any work that favours a reduced use of drinking water in the building

- The set of initiatives focused on drinking water conservation for the same building must be submitted together in a single request. However, one request may cover different initiatives planned for several buildings.
- The requests that involve several buildings may be grouped together as one project.
- With the exception of the first two items in the above list of eligible work, the work carried out in each building or on a piece or set of equipment must result in a minimum 20% reduction in the building's consumption of drinking water compared to the situation prior to the work.

#### ALLOCATION STANDARDS

1. The financial assistance for the eligible work described in the first two items in the above list of eligible work is equal to 100% of the total cost of the project. For the other work, it is 80%, up to a maximum of \$75 000 per building.
2. The School Board must wait for the project acceptance letter before starting the work. It may also use funds from other budget measures to complete the funding for its drinking water conservation projects.
3. The allocation is confirmed once the work is completed and after the list of eligible work carried out as part of the project and the supporting invoices are presented to the Ministère.
4. The financial assistance may not exceed the amount stated in the Ministère's project acceptance letter.

#### **Measure 50760 — Upgrading of the technological infrastructures of Québec's school boards**

##### FOCUS

This measure is intended to fund the upgrading of technological infrastructures in order to integrate 21<sup>st</sup> century competencies and digital technologies more effectively. It includes the following sub-measures:

- Sub-measure 50761 — Digital tools
- Sub-measure 50762 — Projects to improve efficiency and optimize IT infrastructures
- Sub-measure 50763 — Digital educational resources
- Sub-measure 50764 — Additional allocations for any information technology and communication projects
- Sub-measure 50765 — Programming and robotics projects
- Sub-measure 50766 — Digital tools for vocational training

- Sub-measure 50767 — Special measure for the acquisition of digital combos

## STANDARDS FOR ALL SUB-MEASURES

1. Amounts may be transferred between sub-measures 50761, 50762 and 50763 without obtaining authorization from the Ministère.
2. The amounts allocated to sub-measures 50764, 50765, 50766 and 50767 may not be transferred, in whole or in part, to other sub-measures.
3. No authorization is required to spend the amounts allocated unless the activity being funded is not a qualified information resources (IR) project. In fact, it is incumbent on each school board, in compliance with the *Act respecting the governance and management of the information resources of public bodies and government enterprises*, and with the *Règles relatives à la pacification et à la gestion des ressources informationnelles* (Rules), to identify all projects that meet the definition of a qualified IR project and, for that, to obtain two authorizations<sup>1</sup>:
  - a) Firstly, in the pre-project phase, the School Board must send a business case to the email address Guichet.projetRI@education.gouv.qc.ca, to obtain the authorization to start up the project; in other words, to move on to the planning phase.
  - b) Secondly, following receipt of this authorization and at the end of the planning phase, the School Board must send a business plan to that same email address to obtain the authorization to continue the project; in other words, to move on to the execution phase.
4. The final allocation is confirmed following the analysis of the annual financial report.
5. The amounts that are not used during the school year concerned are carried forward, in compliance with the applicable budgetary rules.
6. The school boards must comply with the requirements of the *Act respecting the governance and management of the information resources of public bodies and government enterprises*<sup>2</sup> and its attendant rules by disclosing the IR activities and assets funded by this measure, which must be:
  - a) included in the annual IR investment and expenses program
  - b) included in the annual description of the use of monies
  - c) included in the quarterly project status report, if applicable

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<sup>1</sup> Under sections 31 and 32 of the *Règles relatives à la planification et à la gestion des ressources informationnelles*.

<sup>2</sup> *Act respecting the governance and management of the information resources of public bodies and government enterprises* and *Règles relatives à la planification et à la gestion des ressources informationnelles*.

- d) included in the annual inventory of information assets and the evaluation of their condition, if applicable
- 7. The School Board must submit the required information on investments under the Québec Infrastructure Plan and, when necessary, under the *Public Infrastructure Act*.
- 8. Within the context of the implementation of the Action Plan on Digital Technology, the school boards may be asked to provide additional information related to the use of the funds from these sub-measures.

## Sub-measure 50761 — Digital tools

### FOCUS

This sub-measure is intended to ensure the maintenance, replacement and purchase of information assets. It relates to students in preschool, elementary school, secondary school and adult general education.

The eligible information assets are:

- interactive technological tools for classrooms
- desktop computers
- laptop computers
- tablets
- technological equipment for more specific needs (robotics, 3D printer, laser cutting machine, digital embroidery machine, green screen, smartphones, virtual reality helmets, etc.)
- assorted accessories (mouse, headsets, keyboards, camera, etc.)

### ALLOCATION FORMULA

Allocation (in advance)	=	$\frac{\text{Number of teaching positions in the school board as calculated by the Ministère}}{\text{Number of teaching positions in the school boards as a whole as calculated by the Ministère}}$	x	Available budget envelope
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### ALLOCATION STANDARDS

1. The allocation to the School Board is granted in advance.
2. The budget envelope available for the 2019 2020 school year is \$30 M<sup>3</sup>.
3. The calculated number of teaching positions is comprised of the number of positions in general education in the youth sector established based on the teacher-student ratio.
4. Acquisition of information assets must be bundled for assets that are currently covered by a call for tenders (laptops, microcomputers, digital projectors, IWB, etc.).

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<sup>3</sup> Linguistic school boards and special-status school boards.

5. The terms and conditions for acquiring assets that are not currently covered by a call for tenders will be announced at a later date.
6. The purchase of refurbished equipment should be favoured as much as possible and does not have to be bundled.
7. For the assorted accessories, which are relatively low cost and difficult to estimate in terms of quantities required, the sub-measure does not stipulate that the purchase should be bundled but does recommend that this be done as much as possible.

### **Sub-measure 50762 — Projects to improve efficiency and optimize IT infrastructures**

#### FOCUS

This sub-measure is intended to cover projects aimed at ensuring greater efficiency in the School Board's services or at optimizing its technological infrastructures. It relates to students in preschool, elementary school, secondary school and adult general education.

Projects must meet at least one of the following eligibility criteria:

- upgrading of the management of access rights to information resources
- connection to the telecommunication network, *Réseau d'informations scientifiques du Québec (RISQ)*
- pooling or sharing of technological infrastructures or information systems within the same school board or with one or more other school boards (central projects)
- integrated management of the bank of workstations or technological infrastructures that incorporates the best practices in the field
- managing and monitoring of the performance of the network and shared equipment (servers, printers, etc.)
- upgrading of the wired and wireless telecommunications systems
- maintaining and upgrading of information assets eligible under sub-measure 50761
- virtualization or conversion of workstations in order to increase performance and lifespan

## ALLOCATION FORMULA

Allocation (in advance)	=	$\frac{\text{Number of teaching positions in the school board as calculated by the Ministère}}{\text{Number of teaching positions in the school boards as a whole as calculated by the Ministère}}$	x	Available budget envelope
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## ALLOCATION STANDARDS

1. The allocation to the School Board is granted in advance.
2. The budget envelope available for the 2019-2020 school year is \$24 M.<sup>4</sup>
3. The calculated number of teaching positions is comprised of the number of positions in general education in the youth sector established based on the teacher-student ratio.

### Sub-measure 50763 — Digital educational resources

#### FOCUS

This sub-measure is intended to fund the acquisition of digital educational resources (DER) to support the teaching, learning and evaluation of all students, including those with social maladjustments or learning difficulties, and contributes to the development of 21st-century skills and knowledge by students. (e.g. software, applications, USB keys with didactic content). It relates to students in preschool, elementary school, secondary school and adult general education.

The DERs must be in the language of instruction, must respect copyright, must not contain stereotypes or advertisements, and must meet at least one of the following eligibility criteria:

- enable the use of digital technologies in an educational setting for teaching and learning purposes
- play an important role in making learning settings more accessible
- foster application of the training programs and programs of study to the target client group; in other words, enable teachers to support their students in developing their competencies, to enrich their knowledge and to facilitate differentiated instruction
- be a digital component of a basic instructional package approved by the Ministre or other kinds of resources

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<sup>4</sup> Linguistic school boards and special-status school boards.



## ALLOCATION FORMULA

Allocation (in advance)	=	$\frac{\text{Number of teaching positions in the school board as calculated by the Ministère}}{\text{Number of teaching positions in the school boards as a whole as calculated by the Ministère}}$	x	Available budget envelope
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## ALLOCATION STANDARDS

1. The allocation to the School Board is granted in advance.
2. The budget envelope available for the 2019-2020 school year is \$6.7 M.<sup>5</sup>
3. The calculated number of teaching positions is comprised of the number of positions in general education in the youth sector established based on the teacher-student ratio.
4. This measure excludes all operating expenses (e.g. subscriptions, renewals of licences), which are covered by the operating budgetary rules.

### **Sub-measure 50764 – Additional allocations for any information technology and communication projects**

#### FOCUS

This sub-measure is intended to fund structuring projects in information technology and communication within the framework of the Action Plan on Digital Technology in Education and Higher Education or initiatives stemming from it. This sub-measure has two components:

1. a distance-education pilot project aimed at promoting distance education at the elementary and secondary school levels, taking into the account the realities faced by the communities
2. projects targeting the maintenance, upgrading or redundancy of telecommunication infrastructures and the pooling of services and resources

#### ALLOCATION STANDARDS

1. Component 1 – Distance education:
  - a. The budget envelope available for the 2019-2020 school year is \$1M.
  - b. The envelope allocated to the distance-education pilot project will serve to fund the acquisition of the technological equipment and software required to carry out the project in the participating school boards.

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<sup>5</sup> Linguistic school boards and special-status school boards.

- c. The Ministère will invite the participating school boards to submit their projects.
  - d. Each project must be the subject of a request for financial assistance submitted to the *Direction des ressources didactiques*, at [drd@education.gouv.qc.ca](mailto:drd@education.gouv.qc.ca), in the form of a letter signed by the Director General of the School Board or the directors general of the school boards involved.
  - e. The following information must be included in the request for financial assistance:
    - a status report on the situation, a detailed statement of needs and the proposed solution
    - a project cost estimate
    - a work plan
    - the special characteristics of the project, if applicable
    - the detailed financial plan
    - a schedule for the planning and carrying out of the project
  - f. the amount of the financial assistance is determined as follows:
    - The financial assistance from the Ministère may cover 100% of the eligible expenses. If it does not, the balance must come from other funding sources such as a federal program or self-financing by the School Board.
    - Expenses eligible for financial assistance include the direct costs necessary to start up and carry out the project.
    - Ineligible expenses include employee salaries and fringe benefits; costs associated with goods or services received in-kind or as donations; financing costs, legal fees and the payment of interest on a loan, direct costs associated with operations, maintenance and administration, especially direct services provided by permanent employees of the school board or boards.
  - g. A financial assistance agreement (FAA) establishing the terms and conditions of the awarding and allocation of the financial assistance as well as the responsibilities and obligations of the school board or boards and the Ministère with regard to the project must be signed prior to the awarding of any financial assistance.
2. Component 2 — Projects targeting the maintenance, upgrading or redundancy of telecommunication infrastructures and the pooling of services and resources.
    - a. The allocation to the School Board is awarded following a call for projects process.

- b. The budget envelope available<sup>6</sup> for the 2019-2020 school year is \$5.9M.
- c. The eligibility criteria for this component are as follows:
  - replacement or upgrading of outdated technological components that no longer allow a minimum level of quality to be maintained
  - addition of features to meet new requirements such as the availability of the service
- d. The school boards are invited to submit their projects that meet the eligibility criteria in order to obtain authorization.<sup>7</sup>
- e. When the funded project complies with the definition of a qualified information resources project (IR), in accordance with the *Act respecting the governance and management of the information resources of public bodies and government enterprises* and the *Règles relatives à la planification et à la gestion des ressources informationnelles* (Rules), the School Board must obtain two authorizations:
  - Firstly, at the end of the pre-project phase, the School Board must send a business case to the email address, Guichet.projetRI@education.gouv.qc.ca, to obtain the authorization to start up the project; in other words, to move on to the planning phase.
  - Secondly, following receipt of this authorization and at the end of the planning phase, the School Board must send a business plan to that same email address to obtain the authorization to continue the project; in other words, to move on to the execution phase.
- f. When the funded project does not comply with the definition of a qualified IR project, the School Board only needs to obtain the second authorization (submit a business plan). This is to enable projects to be selected based on the same documentation.
- g. An evaluation committee meets twice a year to determine the eligibility of projects received and to evaluate the eligible projects based on the following prioritization criteria:
  - The projects involve several educational institutions.
  - The projects place the emphasis on the complementarity, sharing and pooling of expertise present in the college system, especially that of organizations that are working on the integration of information and communication technologies.
  - The projects aim to increase the potential of an existing initiative.

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<sup>6</sup> Linguistic school boards and special status school boards.

<sup>7</sup> Under sections 31 and 32 of the *Règles relatives à la planification et à la gestion des ressources informationnelles*.

- The projects involve the replacement of outdated components necessary to maintain the quality of the service.
  - The projects will increase the availability of the School Board's Internet service or telecommunication network.
  - The projects enable the educational institutions to have sufficient telecommunications network coverage.
- h. After completing its evaluation, the committee will make its recommendations to the ministerial authorities on the projects that should be selected under this measure as well as on the amount of financial assistance to be granted.
- i. In order to be included in the semi-annual evaluation process for the current year, the business cases and the business plans must be submitted before the deadlines of October 31 and February 28.
- j. The expenses that are eligible for financial assistance include the expenses incurred following the authorization of the business plan.
- k. The financial assistance from the Ministère may cover 100% of the eligible expenses for the project. If it does not cover all the expenses, the School Board may use other funding sources such as a federal program or another allocation (a priori measure) to complete the detailed financial plan for the project. In all cases, the complete financial plan for the project must be included in the requests for authorization.
- l. A financial assistance agreement establishing the terms and conditions of the awarding and allocation of the financial assistance as well as the responsibilities and obligations of the school board or boards and the Ministère with regard to the project must be signed by a representative of the School Board and a representative of the Ministère following the approval of the business plan.

## Sub-measure 50765 — Programming and robotics projects

### FOCUS

This sub-measure is intended to fund the acquisition of equipment to increase the instructional use of computer programming in the classroom so students can develop digital competencies and acquire the knowledge targeted by the Québec Education Program (QEP). The Action Plan on Digital Technology in Education and Higher Education has set the goal of having computer programming being used in the majority of elementary and secondary schools in Québec between now and 2020-2021. This sub-measure relates to preschool, elementary and secondary school students.

### ALLOCATION FORMULA

Allocation (in advance)	=	$\frac{\text{Number of teaching positions in the school board as calculated by the Ministère}}{\text{Number of teaching positions in the school boards as a whole as calculated by the Ministère}}$	x	Available budget envelope
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### ALLOCATION STANDARDS

1. The allocation to the School Board is granted in advance.
2. The budget envelope available for the 2019-2020 school year is \$8M.<sup>8</sup>
3. The calculated number of teaching positions is comprised of the number of positions in general education in the youth sector established based on the teacher-student ratio.
4. The acquisition of technological equipment must be carried out in accordance with the terms and conditions for the school year concerned. See the allocation standards for measure 50761.

## Sub-measure 50767 — Special measure for the acquisition of digital combos

### FOCUS

This sub-measure is intended to fund the acquisition of digital combo equipment. This equipment encourages experimentation, discovery, creativity, innovation, learning and sharing in Québec schools. It relates to preschool, elementary and secondary school students as well as those in adult general education.

The costs incurred to increase the service potential of the equipment acquired through this sub-measure (e.g. software and wireless access points) are not eligible. That equipment may be funded under sub-measure 50762.

### ALLOCATION FORMULA

<sup>8</sup> Linguistic school boards and special-status school boards.

	<p>Base amount</p> <p>Number of teaching positions in the school board as calculated by the Ministère +</p>	
Allocation (in advance)	=	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p style="text-align: center;">Number of teaching positions in the school boards as a whole as calculated by the Ministère</p> </div>
	x	<p>Balance of the available budget envelope</p>

### ALLOCATION STANDARDS

1. The allocation to the School Board is granted in advance.
2. The budget envelope available for the 2019-2020 school year is \$35M<sup>9</sup>.
3. The base amount for the School Board for the 2019-2020 school year is \$70 000.
4. The calculated number of teaching positions is comprised of the number of positions in general education in the youth sector established based on the teacher-student ratio.

## Measure 50780 — Increasing information security in Québec school boards

### FOCUS

This measure is intended to allow the needed investments to be made to increase information security in Québec school boards and to support the boards in applying the provisions contained in the government’s strategic approach to information security, the *Approche stratégique gouvernementale en sécurité de l’information* (SI) (available in French only).

### ALLOCATION FORMULA

Allocation (in advance)	=	\$24 220
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### ALLOCATION STANDARDS

1. The allocation to the School Board is granted in advance.
2. The Ministère recommends that purchases (firewall, software, server, anti-virus software, backup solution, etc.) be bundled, but does not require it.
3. Within the framework of this measure, the Ministère encourages pooling, mutualisation and the sharing of activities.
4. The final allocation is confirmed following analysis of the annual financial report.

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<sup>9</sup> Linguistic school boards and special-status school boards

5. The amounts not used in the course of the school year concerned will be carried forward, in compliance with the applicable budgetary rules.
6. The school boards must comply with the requirements of the *Act respecting the governance and management of the information resources of public bodies and government enterprises* and its attendant rules<sup>10</sup> by disclosing the IR activities and assets funded by this measure, which must be:
  - a) included in the annual IR investment and expenses program
  - b) included in the annual description of the use of monies
  - c) included in the quarterly project status report, if applicable
  - d) included in the annual inventory of information assets and the evaluation of their condition, if applicable
7. The School Board must provide all the required information on the authorized investments under the Québec Infrastructure Plan and, when applicable, under *the Public Infrastructure Act*.
8. The school boards must comply with the *Act respecting the governance and management of the information resources of public bodies and government enterprises and its directive on security*<sup>11</sup>, by submitting to the information manager (IM), in accordance with the conditions and format specified by the IM, an information security report once every two years.

## Measure 50800 — Other allocations

### FOCUS

This measure allows allocations to be paid in special circumstances not included in the base allocation or any other supplementary or specific measure.

### ALLOCATION STANDARDS

This type of allocation is granted following specific analyses carried out by the Ministère and depends on the availability of financial resources.

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<sup>10</sup> *Act respecting the governance and management of the information resources of public bodies and government enterprises* and *Règles relatives à la planification et à la gestion des ressources informationnelles*.

<sup>11</sup> *Directive sur la sécurité de l'information gouvernementale*, s. 7 (Decree 7-2014 (January 2014)).

## 4. Calculation of the allocation for investments

### **4.1. Allocation related to investments**

The total allocation related to investments is obtained by:

- deducting from the previously established allocations the base and supplementary allocations transferrable to the following fiscal year, as defined in section 4.2 below; and
- adding them to the next fiscal year following the previous school year

The amount of the allocation is confirmed following an analysis of the financial report, depending on the expenses incurred.

### **4.2. Base and supplementary allocations transferable to the following fiscal year**

The amount of base and supplementary allocations that can be transferred to the following fiscal year corresponds to the difference between:

- The total of the allocation established in section 4.1; and
- The total of the investment expenses as described in the *Manuel de comptabilité scolaire*

A negative difference cannot be transferred.



## Section C Information to be provided to the ministère de l'éducation et de l'enseignement supérieur during the school year concerned

This section indicates the information that the School Board must duly transmit to the Ministère in accordance with the methods and deadlines specified for each.

### **Collection of data concerning student enrolments in general education in the youth sector**

The deadline for the September 30 declaration of enrolments (funding declaration), for educational institutions using the Charlemagne system's interactive data entry or using information technology, is the beginning of November of the school year concerned. For the 2019-2020 school year, the date is November 7, 2019.

Declarations will continue to be accepted after that date, but will be subject to special conditions. However, the data must be submitted before the fourth student enrolment certification report is produced at the beginning of August following the end of the school year concerned. For the 2019 2020 school year, the date is August 6, 2020. After that date, declarations sent by one or other of the transmission means will be refused for funding purposes.

### **Collection of data concerning enrolments in adult general education**

#### **a) Declaration of enrolments**

The declaration of enrolments should be completed as students enrol at a training centre, using the Charlemagne system's interactive data entry or using information technology. The data must be submitted before the fourth student enrolment certification report is produced at the beginning of August following the end of the school year concerned. Declarations submitted using interactive data entry or information technology will continue to be accepted after that date, but will be subject to special conditions.

#### **b) Transmission of results**

Throughout the year, as adult learners obtain their results, these results should be transmitted, at the latest before the fourth student enrolment certification report is published at the beginning of August following the end of the school year concerned.

### **Collection of data concerning the student enrolment in vocational training**

#### **a) Declaration of enrolment in vocational training**

Declaration of enrolments should be completed as students arrive at a training centre, using the Charlemagne system's interactive data entry or using information technology.

The data must be submitted before the fourth student enrolment certification report is produced at the beginning of August following the end of the school year concerned. Declarations submitted using

interactive data entry or fax will continue to be accepted after that date, but will be subject to special conditions.

#### **b) Transmission of results**

Results should be transmitted in the days following the administration of the examination or evaluation, or at the end of the course if the student has withdrawn from it, or at the latest before the fourth student enrolment certification report is published in mid-August following the end of the school year concerned.

#### **Collection of data concerning school board employees**

The declaration of all persons employed by the School Board during the period from July 1 to June 30 of the school year preceding the school year concerned, or during the September 30 pay cycle of that school year, must be transmitted electronically using the *Personnel des commissions scolaires* (PERCOS) system.

The School Board will be advised of the deadline dates each year.

For more information, consult the *Guide des données individuelles du système PERCOS*, at: <http://www1.education.gouv.qc.ca/percos/>.

#### **Collection of data related to buildings**

Each year, the School Board will provide the Ministère with an inventory of the areas, in square metres, of its buildings, in accordance with the methods and deadlines established in the systems set up for these purposes by the Ministère. The School Board will also enter in SIMACS all the data on the components of its buildings and the repair or renovation work completed.

The School Board will also provide the Ministère, on the date set by the latter, a five-year plan that presents its requests for additional of space in the coming years.

#### **Agreements with another school board**

The School Board must send the Ministère a copy of agreements that it has signed with other school boards concerning the schooling of students in its jurisdiction, including the list of these students that includes their last names, first names and permanent codes.

#### **Collection of data related to school transportation**

Upon request by the Ministère, the School Board must provide the following data:

- information related to state-owned vehicles used (form TE-100)
- statistics on the clientele and the organization of the transportation system, in the format specified by the Ministère
- school transportation operational data, in the format specified by the Ministère

#### **Specific conditions**

It is agreed that the deadlines must be respected from here on until the end of the period where these allocation rules apply.

If the data is not available on the scheduled deadline dates, the School Board will not suffer any negative effects, provided that it informed the Ministère prior to the deadline date. However, the Ministère and the School Board will discuss a solution that will meet the Ministère's requirements as quickly as possible.

## Section D Appendices

Appendix A Formulas for calculating the variation in the CPI, student population and areas, and their applications

### 1. Percentage variation

#### Variation in the Consumer Price Index (CPI)

- For use when indicated in the text of the budgetary rules.

Percentage variation	=	$\frac{\text{CPI on June 30 of the previous school year} - \text{CPI on June 30 of the school year preceding the previous school year}}{\text{CPI on June 30 of the school year preceding the previous school year}}$	x 100
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Source: Statistics Canada, Table 18-10-0004-0, 2002=100, Geography = Canada

#### Variation in the youth-sector student population

Used for calculating the following allocations:

- Base allocation for educational expenses in the youth sector – other educational expenses – 100%
- Base allocation for allocation for the management of the head office – 50%
- Base allocation for equipment operation – 25%
- Base allocation for investments – 100% (MAO) (previous year)

Percentage variation	=	$\frac{\text{Student population in general education in the youth sector for the school year concerned} - \text{Student population in general education in the youth sector for the previous school year}}{\text{Subsidized student population in general education in the youth sector for the previous school year}}$	x 100
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## Variation in surface areas

Percentage variation	=	$\frac{\text{Total number of m}^2 \text{ on June 30 of the previous school year} - \text{Total number of m}^2 \text{ on June 30 of the school year preceding the previous school year}}{\text{Total number of m}^2 \text{ on June 30 of the school year preceding the previous school year}}$	x 100
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Used for calculating the following allocations:

- Base allocation for equipment – 75%
- Base allocation for investments (IRB) – 100%

## Appendix B Funding Policy for the Student Assistant Program

### INTRODUCTION

This document presents the funding policy of the Ministère de l'Éducation et de l'Enseignement supérieur with respect to the student assistance program for students who are attending institutions under the jurisdiction of the School Board, as well as for students who are attending secondary and post-secondary educational institutions and must live away from their permanent residence.

The Ministère provides funding through supplementary allocations.

This policy specifies the general principles for the allocation of financial resources, the population eligible for the purposes of this funding, the standards for calculating various allocations and the management methods.

### 1. GENERAL PRINCIPLES FOR RESOURCE ALLOCATIONS

The allocation for the student assistance program is based on the following principles:

- The Ministère de l'Éducation et de l'Enseignement supérieur provides an envelope consisting of supplementary allocations to the School Board and not to the students concerned. The School Board alone is responsible for using this envelope to benefit its students.
- The Ministère de l'Éducation et de l'Enseignement supérieur provides these allocations under a global envelope which is completely independent of the real expenses (except for periodic transportation expenses), the revenues of the students and the student assistance standards used by the School Board.
- The envelope allocated by the Ministère is completely transferable within the total budget of the School Board.
- The Ministère de l'Éducation et de l'Enseignement supérieur determines the envelope based on the characteristics of the student population eligible for funding.
- Other than the characteristics of the target student population, the calculation of the envelope is determined principally based on the students' number of months of study.
- The envelope is opened based on the actual student population: the amount of the envelope will therefore be determined at the end of the school year, after the annual financial report has been analyzed.
- For the purposes of calculating the envelope, a person for whom an allocation is established (student, spouse or child) can be considered only once and therefore cannot be the subject of double funding.

- Should a student eligible for the purposes of calculating these allocations receive other student assistance grants or living and lodging support from the Québec government or other governments, the amount of these grants will be deducted from the allocations which would otherwise normally be provided to the School Board in accordance with the standards described below.
- Should a student eligible for the purposes of calculating these allocations live in a School Board student residence, the amount of the allocation set aside for the School Board for lodging expenses will be reduced. In the case of youth-sector secondary school students, this adjustment corresponds to 25% of the amount of the standard set for general expenses (section 2.2.1). For adult secondary school students, it corresponds to 25% of the amounts of the standards related to living expenses (section 3.2.1) and lodging expenses (section 3.2.2).

The amounts included in the allocation standards in this appendix are those for the 2018-2019 school year. For the 2019-2020 to 2022-2023 school years, the allocation standards will be indexed in accordance with the variation in the CPI, as defined in Appendix A.

## **2. SUPPLEMENTARY ALLOCATION – YOUTH-SECTOR SECONDARY SCHOOL STUDENTS**

### **2.1. *Eligible students***

Students eligible for funding from the Ministère are those living within the territory under the jurisdiction of the School Board who are enrolled full-time in a Québec school to follow a secondary school program of study and who must live away from the family home because their program is not offered by the school in the community in which their parents live within this same territory.

### **2.2. *Standards for calculating the allocation***

#### **2.2.1. General expenses**

These expenses include costs related to the student's food, personal care, lodging, daily transportation, leisure activities and personal expenses as well as to remedial courses and school supplies, equipment and special clothing. The Ministère's allocation standard for this is \$893.82 per month of study.

#### **2.2.2. Transportation expenses**

The allocation standards related to transportation costs for students eligible for this supplementary allocation are detailed in the budgetary rules for school transportation.

### **2.3. Management and educational support expenses**

These expenses include the costs of operating a residence for secondary school students in Kangiqsujuaq. The Ministère grants the School Board an allocation de \$178 767 for this purpose. It mainly covers the remuneration and the costs of the annual trips for the two facilitators responsible for running this residence.

In order for this residence to be eligible for this allocation, the School Board must operate it.



### 3. SUPPLEMENTARY ALLOCATION – ADULT SECONDARY SCHOOL STUDENTS

#### 3.1. Eligible students

Eligible students are those living within the territory under the jurisdiction of the School Board who are enrolled on a full-time basis in an adult education centre to pursue studies leading to a Secondary School Diploma or to earn the credits required to pursue post-secondary studies, and who must live away from home because that program is not offered by an adult education centre in their community within the School Board’s territory.

#### 3.2. Standards for calculating the allocation

##### 3.2.1 Living expenses

These expenses include the costs relating to food, personal care, daily transportation, leisure activities, clothing, and personal expenses and, in part, the costs related to lodging. The allocation is determined based on the following standards:

Element	Allocation
Student	\$1 263.43 per month of study
Student’s spouse (not classified as a student) living with the student	\$767.56 per month of study
Child living with the student	\$258.41 per month of study

- If the student’s studies last more than two months, the living expenses are increased by 50% of the calculation for one month of living expenses.
- Depending on the student’s village of origin (permanent family residence), the living expenses calculated above are increased by:
  - 5% if the village is located north of the 50th parallel
  - 10% if it is located north of the 55th parallel
  - 15% if it is located north of the 60th parallel

### 3.2.2 Lodging expenses

These expenses include costs related to the maintenance, furnishing and additional lodging expenses for students. The allocation is determined based on the following standards:

Element	Allocation
Student living alone (with no dependents)	\$357.48 per month of study
For the first dependent	\$300.69 per month of study
For each additional dependent	\$50.71 per month of study

- If the student's studies last more than two months, the living expenses are increased by 50% of the calculation for one month of living expenses.

### 3.2.3 Child care expenses

These expenses are costs related to child care. The allocation is determined based on the following standard:

Element	Allocation
Student with at least one dependent child living with the student	\$610.79 per month of study

This allocation applies to the entire family.

### 3.2.4 School expenses

School expenses include the cost of remedial courses, school supplies, equipment and special clothing. The allocation is determined based on the following standard:

Element	Allocation
Student	\$347.64 per month of studies

### 3.2.5 Transportation expenses

The allocation standards related to transportation costs for students eligible for this supplementary allocation are detailed in the budgetary rules for school transportation.

### **3.3. Management and educational support expenses**

These expenses include costs for the staff required to coordinate the assistance program for adult secondary school students and to provide support, information and follow-up for eligible individuals.

The allocation granted under this item is included in that provided under section 4.3 of the supplementary allocation for post-secondary students.

## **4. SUPPLEMENTARY ALLOCATION – POST-SECONDARY STUDENTS**

### **4.1 Eligible students**

Eligible students are those who are beneficiaries of the *James Bay and Northern Quebec Agreement* and who are enrolled in a college, university or technical institute recognized by the Ministère for the purposes of the Student Financial Assistance program, for a program of study that requires their successful completion of secondary school or, in certain cases, where the educational institution accepts them without this prerequisite.

Students who are enrolled in a college where instruction is provided in the territory within the School Board's jurisdiction in the community where their parents reside are not eligible for this allocation.

The funding from the Ministère for full-time students is determined based on the standards described in sections 4.2 and 4.3.

In special cases where students who are enrolled full-time must, in order to earn their post-secondary diploma, register as part-time students in one of the two semesters following the last semester in which they were registered full-time, the funding from the Ministère is determined exceptionally based on the standards described in sections 4.2 and 4.3.

For students who are enrolled on a part-time basis or who are taking correspondence courses, the funding from the Ministère is determined based on the standards described in section 4.4.

For the incentives for completing post-secondary studies, the date on which the diploma was earned must be after June 30 of the previous school year, and the request must be made within a period of 12 months.

## 4.2 Standards for calculating the allocation

### 4.2.1 Living expenses

These expenses include the costs relating to food, personal care, daily transportation, leisure activities, clothing, and personal expenses and, in part, the costs related to lodging. The allocation is determined based on the following standards:

Element	Allocation
Student	\$1 263.43 per month of study
Student's spouse (not classified as a student) living with the student	\$767.56 per month of study
Child living with the student	\$258.41 per month of study

- If the student's studies last more than two months, the living expenses are increased by 50% of the calculation for one month of living expenses.
- Depending on the student's village of origin (permanent family residence), the living expenses calculated above are increased by:
  - 5% if the village is located north of the 50th parallel
  - 10% if it is located north of the 55th parallel
  - 15% if it is located north of the 60th parallel

### 4.2.2 Lodging expenses

These expenses include costs related to the maintenance, furnishing and additional lodging expenses for students. The allocation is determined based on the following standards:

Element	Allocation
Student living alone (with no dependents)	\$357.48 per month of study
For the first dependent	\$300.69 per month of study
For each additional dependent	\$50.71 per month of study

- If the student's studies last more than two months, the living expenses are increased by 50% of the calculation for one month of living expenses.

### 4.2.3 Child care expenses

These expenses are costs related to child care. The allocation is determined based on the following standard:

Element	Allocation
Student with at least one dependent child living with the student	\$610.79 per month of study

This allocation applies to the entire family.

### 4.2.4 School expenses

School expenses include the cost of remedial courses, school supplies, equipment and special clothing. The allocation is determined based on the following standard:

Element	Allocation
Student	\$347.64 per month of studies

### 4.2.5 Transportation expenses

The allocation standards related to transportation costs for students eligible for this supplementary allocation are detailed in the budgetary rules for school transportation.

### 4.2.6 Incentives for completing post-secondary studies

In an effort to encourage students to pursue their post-secondary studies, the Ministère allocates an amount to the School Board for each student who obtains their diploma:

Element	Allocation
For a Bachelor's degree	\$1 714
For a Master's degree	\$2 638
For a doctorate	\$5 275

These amounts are fixed for the four-year duration of the present budgetary rules.

#### 4.2.7 Other expenses

If a full-time student has a child living with them and the child’s school year is longer than that of the student, the Ministère pays the living and lodging expenses until the end of the child’s school year.

The living and lodging expenses are determined in accordance with sections 4.2.1 and 4.2.2 for each full month between the end of the student’s school year and that of all of their children.

#### 4.3 Management and educational support expenses

These expenses include costs for the staff required to coordinate the assistance program for post-secondary students and to provide support, information and follow-up for eligible individuals.

This allocation from the Ministère is calculated as follows:

Element	Allocation
Base amount for 80 to 400 months of study	\$428 809
Plus	
For the 401st to the 800th month of study	\$470.11 per month of study
For the 801st to the 1 200th month of study	\$328.92 per month of study
For the 1 201st to the 1 600th month of study	\$187.68 per month of study
For the 1 601st to the 2 000th month of study	\$137.79 per month of study
For the 2 001st month of studies or more	\$94.74 per month of study

The calculation of this allocation takes into consideration the adult student’s cumulative number of recognized months of study.

#### 4.4 *Students who are enrolled part-time or who are taking correspondence courses*

- For students who are enrolled on a part-time basis, the Ministère allocates an amount of \$224.32 per course taken (minimum of 30 hours) to cover tuition and registration fees as well as the cost of school supplies.
- For students who are enrolled in correspondence courses, the Ministère allocates an amount of \$44.66 per course to cover registration fees, provided that the student has successfully completed that course.

## 5. MANAGEMENT PROCEDURES

In order for the supplementary allocations described above to be determined, the School Board must provide the Ministère with the following information for each student eligible for funding from the Ministère de l'Éducation et de l'Enseignement supérieur:

- name (and Social Insurance Number)
- date of birth
- village of origin (address of permanent family residence)
- name and address of educational institution attended
- level of studies pursued
- status of studies (full-time, part-time or other)
- number of months of study
- number of dependents living with the student and their names (excluding the student's spouse)
- the status of the spouse as a dependent

This information must be provided no later than:

- November 30 for the period of study from July 1 to September 30
- March 31 for the period of study July 1 to January 31
- August 31 for the period of study from July 1 to June 30

This information must be presented in lists, in a form agreed to with the Ministère de l'Éducation et de l'Enseignement supérieur.

The Ministère will determine the final budget allocations after analyzing the School Board's financial report, based on the actual number of students enrolled.

All that needs to be provided for the incentives discussed in section 4.2.6 is a copy of the student's diploma.

## Appendix C

### **Method for calculating the adjustment to take into account transfer of regular student population after September 30 of the school year concerned, between the private educational institutions authorized for subsidy purposes and the School Board.**

A positive non-recurrent adjustment is granted to the School Board to take into account the transfer, after September 30 of the school year concerned, of regular students from a private educational institution authorized for subsidy purposes. This adjustment is calculated as follows:

Adjustment	=	$\frac{\text{Base amount for educational services}}{10 \text{ months}}$	X	Number of months following the month the student arrived until June 30 of the school year concerned
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The adjustment corresponds to the amount allocated to the private educational institution authorized for subsidy purposes with a certain number of students “converted” to FTE.

The amounts for the school year concerned are presented in the document, *Renseignements spécifiques à l’année scolaire concernée*, of the budgetary rules for school boards.

A negative adjustment, calculated using the same method, is made when a student transfers, after September 30 of the school year concerned, from the School Board to a private educational institution authorized for subsidy purposes.



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