



NASKAPI SCHOOL

BUDGETARY RULES

FOR THE 2021-2022 TO 2023-2024

SCHOOL YEARS

Coordination and content

Direction des politiques budgétaires
Direction générale du financement
Secteur du soutien aux réseaux et du financement

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English version

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Notes to the Reader

1. Modifications made to the Budgetary Rules for the 2018-2019 to 2020-2021 school years are highlighted in **yellow**.

2. Should there be disparity between the two versions (French and English) the French version prevails

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INTRODUCTION

Preparing the Budgetary Rules for the Naskapi School is one of the responsibilities of the Ministère de l'Éducation.

These Budgetary Rules apply only to the Naskapi School. This school was created under the Northeastern Québec Agreement which conferred the general administration of the school to the Central Québec School Board. This school is governed by the Education Act for Cree, Inuit and Naskapi Native Persons.

The allocations provided by the Ministère de l'Éducation to the Naskapi School are base allocations (the better part of the resources allotted 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). These operational and investment allocations are disbursed to the Central Québec School Board which acts as general administrator as specified in the Northeastern Québec Agreement.

In terms of responsibility, the financial resources allocated for operations can be transferred between themselves, unless otherwise indicated. However, the financial resources allocated for investments cannot be transferred to the operating budget. In addition, the financial resources allocated for investments cannot be transferred between themselves, nor can they be transferred to the base, supplementary or specific allocations for investments.

It should be mentioned that the amount of the base allocations provided to the Naskapi School is determined by means of the individual allocation parameters that ensue from the Budgetary Rules. The allocations 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 Ministère.

These Budgetary Rules and the allocation standards ensuing from them will be adjusted in accordance with any future changes to the working conditions of the Naskapi School staff.

This document may not be interpreted as modifying the obligations of the signatories to the Northeastern Québec Agreement.

The Ministère and the Naskapi School may discuss adding allocations not covered under the present allocation rules; for example, future allocations linked to new or existing ministerial policies or programs, including those in the area of adult education or vocational training that might apply to the Naskapi School.

DIVISION A

OPERATING BUDGETARY RULES

Naskapi School (Measure 30151)

FOCUS

This measure is intended to take into consideration the specific needs of the Naskapi School and to provide funding for its daily operations for the 2021-2022 to 2023-2024 school years.

Measure 30151, which is provided by the Ministère de l'Éducation to the Naskapi School, is divided into four categories: base allocations, supplementary allocations, specific allocations and special allocations. The operations grant is equal to the total allocations under Measure 30151 and is disbursed to the Central Québec School Board for each of the school years mentioned above.

Base allocations

The base allocation for youth education includes two items, the general base allocation for expenses other than for teaching staff and the base allocation for teaching staff.

The allocations are provided automatically, independently of the expenses recorded in the Naskapi School's financial reports, according to predetermined parameters and variables specific to the school, in particular, student enrolments and surface areas.

These base allocations are used to finance recurrent services of the Naskapi School and are fully transferable.

Supplementary allocations

Supplementary allocations are used to finance certain recurrent expenses related to specific programs. They are determined *in advance*, upon request or based on the declaration of student enrolments, independently of the expenses recorded in the annual financial report as at June 30. The balance of the allocations, if any, is transferable within the Naskapi School's budget.

Specific allocations

Specific allocations are used to finance certain recurrent expenses based on the actual costs recognized by the Ministère pursuant to the present allocation standards. These allocations are not transferable to other categories of allocations and they require supporting documentation if so requested by the Ministère.

Special allocations

Special allocations are used to finance certain non-recurrent expenses related to one-off programs. These special allocations are not transferable to other categories of allocations unless special provisions to that effect have been included in the text of the measure. The Ministère must be provided with a report on the use of these special allocations.

1. Measures 11000 — Base allocations

The base allocation for youth education includes two items, the general base allocation for expenses other than for teaching staff and the base allocation for teaching staff.

1.1 General base allocation for expenses other than for teaching staff

The general base allocation for the 2021-2022 and subsequent school years is calculated in accordance with Appendix 1, summarized below.

The general base allocation for 2021-2022 is established in accordance with the previous allocation rules applicable to the Naskapi School and is broken down into the following categories:

- the funding associated with the administration of the Naskapi School
- the funding associated with the equipment and maintenance of the Naskapi School, including energy expenses
- the funding associated with educational services and student services
- the funding associated with the teachers’ residences, moving expenses and annual trips
- the funding associated with the professional development of non-teaching staff

Each of these categories is generally divided into two subcategories: salaries and other costs. Adjustments will be made to each of these subcategories for the 2021-2022 and subsequent school years based on two factors—the volume of activity and indexation.

Depending on the category, the adjustment for the volume of activity is determined by considering one or the other, or a combination of, the following two factors in accordance with the formulas described below:

- the percentage variation in student population between September 30 of the previous school year and September 30 of the current school year

| | | | |
|----------------------|---|--|-------|
| Percentage variation | = | $\frac{\text{General education, youth sector student population for the school year concerned} - \text{General education, youth sector student population for the previous school year}}{\text{General education, youth sector subsidized student population for the previous school year}}$ | x 100 |
|----------------------|---|--|-------|

- the percentage variation in square metres in the area occupied by the school between June 30 of the school year preceding the previous school year and June 30 of the previous school year

$$\text{Percentage variation} = \left[\frac{\text{Total number of m}^2 \text{ on June 30 of the previous school year} - \text{Total number of m}^2 \text{ on June 30 of the school year preceding the previous school year}}{\text{Total number of m}^2 \text{ on June 30 of the school year preceding the previous school year}} \right] \times 100$$

The weight given to each factor and the calculation method for each of these factors for each category are presented in Appendix 1. It should be noted that these two variation factors can be either positive or negative, depending on the case. Where the percentage variation in student enrolments is negative, it is considered to be no greater than -1.00%.

Adjustments for the indexation of general base items are made as follows:

- Allocations for salary expenses, including the employer’s contribution, are adjusted in accordance with the rates indicated in the collective agreements for unionized staff and with the rates indicated in the working conditions applicable to non-union staff as approved by the Ministère.
- Allocations for expenses other than salaries are adjusted based on the variation in the Consumer Price Index (CPI) for Canada between June of the previous school year and June of the year preceding the previous school year (reference: Consumer Price Index, Table 18-10-0004-01). The variation is calculated as follows:

$$\text{Percentage variation} = \left[\frac{\text{CPI on June 30 of the previous school year} - \text{CPI on June 30 of the school year preceding the previous school year}}{\text{CPI on June 30 of the school year preceding the previous school year}} \right] \times 100$$

1.2 Base allocation for teaching staff

The base allocation for teaching staff is calculated according to the following formula:

| | | | | | | |
|---|---|--|---|---|---|-----------------------------|
| Base allocation (by level of education) | = | Subsidized student populations by level of education | x | Teacher/student ratio for each level of education | x | Subsidized cost per teacher |
|---|---|--|---|---|---|-----------------------------|

1.2.1 Subsidized student populations

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 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 in accordance with the *Northeastern Québec Agreement* and any applicable legislation.

A student is recognized for funding purposes if they are:

- present at the Naskapi School 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, the student must not be attending school in another school service centre or school board or at a private preschool, elementary school or secondary school.

Part-time secondary school students

A secondary school student present on September 30 of the school year concerned is 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 Naskapi School must “convert” a part-time student into a full-time equivalent student (FTE) using the following formula:

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

The number of hours of activities is determined using the student's schedule, or the student's schedules if the school year is structured by semester, in relation to the credits earned for certified studies included in the student's report card.

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

The declaration of a student may be the subject of a negative adjustment by the Ministère based on the actual number of hours of attendance if the student is concurrently declared:

- in general education in both the youth and adult sectors in one or more school service centres or school boards; or
- in the youth sector in a private educational institution authorized for subsidy purposes and in general education in the adult sector in a school service centre or school board; or
- in general education in the youth sector and in vocational training in one or more school service centres or school boards or in one or more private educational institutions authorized for subsidy purposes; and
- as having accumulated more than 900 hours.

Transfer of regular school population between the Naskapi School and private educational institutions authorized for subsidy purposes

An adjustment will be made during the 2021-2022 and subsequent school years to take into account transfers of regular school population between the Naskapi School and private educational institutions authorized for subsidy purposes that take place after September 30 of the current school year. The methods for calculating this adjustment are presented in Appendix 3 of these Budgetary Rules.

School population affected by the Regulation respecting the definition of resident in Québec

The school population affected by the *Regulation respecting the definition of resident in Québec* is considered to be in the subsidized school population. However, school fees should be collected from this population, pursuant to Appendix 1 of the Budgetary Rules for the school service centres and school boards. The list of persons exempt from paying school fees is presented in the same appendix.

1.2.2 Teacher/student ratios

The following are the teacher/student ratios for the duration of these Budgetary Rules:

- Kindergarten for 4-year-olds, half-time: 30.4568
- Kindergarten for 5-year-olds, full-time: 15.2284

- Elementary school: 8.7466
- Secondary school: 6.5295

An annual allocation of \$70 177 for the 2021-2022 school year is added to the base allocation for the Naskapi School's teaching staff in order to fund teacher training programs (*Northeastern Québec Agreement*, paragraph 11.15.4) and the support and professional development of teachers. This amount will be indexed annually in accordance with the adjustment rates applicable to teaching staff.

1.2.3 Calculation of the subsidized cost per teacher

The subsidized cost per teacher (full-time equivalent) is determined based on the Naskapi School's declarations concerning its teaching staff for the most recent school year available in the Personnel des commissions scolaires (PERCOS) system.

The subsidized cost per teacher for the Naskapi School for the school year concerned takes the following into consideration, where applicable:

- salary indexations contained in the collective agreements
- salary relativity
- employer contribution rates specific to the Naskapi School
- the teacher aging rate specific to the Naskapi School
- the isolated area pay premiums specific to the Naskapi School
- an amount of \$240 per teacher for professional development (section 7-1.01 of the collective agreement)

2. Measures 20000 — Non-recurrent adjustments

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

Verification of student enrolment

Allocation reductions or increases resulting from the verification of student enrolment in general education 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 previous school year, except in the case of a specific situation attributable to the Ministère or a specific verification operation.

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.

Technical adjustments

Changes to allocations resulting from technical adjustments to the allocation parameters which could not be introduced by amending these parameters, may be made, for the school year concerned, by the Ministère to the benefit of school service centres and school boards affected by the transfer of staff or student population in order to take into account the financial consequences of this transfer on the allocation parameters.

Transfer of regular school population after September 30

The non-recurrent adjustment enables the transfer of regular school population between the Naskapi School 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 the private educational institution 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 3 of these Budgetary Rules.

Others

Adjustments to the funding may be made for unforeseen situations.

3. Measures 30000 — Supplementary allocations

The measures for which there are supplementary allocations are described below.

At-risk students and students with handicaps or with social maladjustments or learning disabilities

FOCUS

The purpose of this measure is to ensure the implementation of educational services for students with handicaps, students with serious behavioural problems and students with social maladjustments or learning disabilities. It is intended to provide financial support for the Naskapi School to ensure delivery of these services to severely handicapped students who need educational services adapted to their situations, particularly in specialized environments, and to foster their progress in the areas of instruction, socialization and qualification.

ALLOCATION STANDARDS

The 2020-2021 school year allocation of \$589 655 is indexed for each subsequent school year in accordance with the adjustment rates recognized by the Ministère, with 30% for the teachers and 70% for the unionized non-teaching staff. To this is added an amount of \$255 961 for the other costs for the entire period covered by these Budgetary Rules. This amount is indexed based on the variation in the CPI for Canada between June of the previous school year and June of the school year preceding the previous school year for the 2021-2022 to 2023-2024 school years. **An amount of \$12 066 is also added for the 2020-2021 school year and the entire period covered by these Budgetary Rules to support the addition of special classes. Furthermore, any increases in the budget envelope available for the addition of special classes for the 2022-2023 and 2023-2024 school years shall apply to the allocation granted to the Naskapi School.**

Helping students stay in school and achieve educational success

FOCUS

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. An allocation is calculated for each sub-measure described below in accordance with the allocation standards. The total amount of the allocations constitutes a global envelope, and the Naskapi School allocates the funds based on its specific needs. The global envelope is **\$333 477** for the 2021-2022 school year and is indexed annually in accordance with the applicable adjustment rate. Furthermore, any increases in the budget envelope available for these measures for the 2022-2023 and 2023-2024 school years shall apply to the allocation granted to the Naskapi School. This envelope may be used for the following initiatives, among others:

One-on-one help

This measure was withdrawn as of the 2020-2021 school year and its envelope has been integrated into the new measure – Minimum level of educational services in the school.

Healthy lifestyle habits

This measure was withdrawn as of the 2020-2021 school year and its envelope has been integrated into the new measure – Minimum level of educational services in the school.

Parental assistance

FOCUS

This measure is designed to improve the support provided to parents of preschool and Elementary 1 students. The support offered under this measure can take the form of awareness-raising on school life, including 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 designed 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.

ALLOCATION STANDARDS

This allocation to the Naskapi School is calculated using the same allocation formula as that used for the school service centres and school boards, in accordance with the Operating Budgetary Rules for the 2021-2022 to 2023-2024 school years. The allocation is **\$3 557** for the 2021-2022 school year.

NEW Minimum level of educational services in the school

FOCUS

This measure is intended to ensure that a basic level of educational services is provided by qualified resource persons in order to meet student needs in the areas of support for learning, accompaniment and follow-up.

The measure provides financial support for practices that promote continuity of services as well as collaborative, interdisciplinary work in the school that ensures that the roles of prevention, intervention, evaluation and counselling for students and resource persons 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.

ALLOCATION STANDARDS

This allocation to the Naskapi School is calculated using the same allocation formula as that used for the school service centres and school boards, in accordance with the Operating Budgetary Rules for the 2021-2022 to 2023-2024 school years. The allocation is **\$197 432** for the 2021-2022 school year.

Help from Elementary 2 to Elementary 6!

This measure was withdrawn as of the 2020-2021 school year and its envelope has been integrated into the new measure – Minimum level of educational services in the school.

Getting off to a good start!

This measure was withdrawn as of the 2020-2021 school year and its envelope has been integrated into the new measure – Minimum level of educational services in the school.

Perseverance in secondary school!

This measure was withdrawn as of the 2020-2021 school year and its envelope has been integrated into the new measure – Minimum level of educational services in the school.

Educational success for children in preschool and Elementary Cycle One

FOCUS

This 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 measure also covers the implementation of initiatives designed to ensure that the first transition from preschool to elementary school is a smooth one for students and their parents. Lastly, the 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.

ALLOCATION STANDARDS

This allocation to the Naskapi School is calculated using the same allocation formula as that used for the school service centres and school boards, in accordance with the Operating Budgetary Rules for the 2021-2022 to 2023-2024 school years. The allocation is **\$132 488** for the 2021-2022 school year.

Food assistance

FOCUS

This measure is intended to contribute to funding an in-school breakfast, lunch or snack program for children in preschool and elementary school.

ALLOCATION STANDARDS

The allocation is **\$10 487** for the 2021-2022 school year. It is indexed annually in accordance with the applicable adjustment rate.

Acquisition of fiction and non-fiction works

FOCUS

This measure contributes to funding the purchase of fiction and non-fiction works for the school library in electronic or print format.

ALLOCATION STANDARDS

The allocation is \$3 821 per year for the 2021-2022 to 2023-2024 school years.

Support for sexuality education

FOCUS

This measure is intended to support school staff by equipping them to implement the compulsory content in sexuality education. The measure helps cover the cost of release time for teachers to participate in sexuality education training activities.

ALLOCATION STANDARDS

The allocation is \$2 000 per year for the 2021-2022 to 2023-2024 school years.

NEW Support for the implementation of Academic and Career Guidance Content

FOCUS

This measure is intended to support the Naskapi School in implementing the Academic and Career Guidance Content (ACGC) by enabling it to identify resource persons who could be in charge of the program in its school. The measure also allows the school to provide release time for staff to carry out the activities planned by the school, such as the enrichment of educational materials and participation in communities of practice. It promotes collaboration and joint effort by the various stakeholders involved in implementation, particularly the guidance professionals and teachers.

ALLOCATION STANDARDS

The allocation is \$2 024 for the 2021-2022 school year. It is indexed annually in accordance with the applicable adjustment rate.

Action Plan on Digital Technology

FOCUS

This measure is intended for 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 teachers to participate in professional development activities
- cover the cost of training activities in which school staff participate

The measure is also intended to support the Naskapi School so that it can strengthen and improve the technical support designed 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 competencies by students. This measure provides funding for DERs such as DER platforms and annual licences.

ALLOCATION STANDARDS

The allocation is **\$33 656** for the 2021-2022 school year. It is indexed annually in accordance with the applicable adjustment rate.

Supervision of student teachers

FOCUS

This measure supports the supervision of student teachers. The main objectives of this measure are to support the training of associate teachers, to recognize their contribution to the training of the next generation of teachers and to promote the supervision of student teachers in the school and the classroom.

ALLOCATION STANDARDS

This allocation is \$13 000 per year for the 2021-2022 to 2023-2024 school years.

NEW Cultural field trips for students

FOCUS

This measure is intended to financially support the Naskapi School in designing and carrying out initiatives that help integrate the cultural dimension into the school, 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.

ALLOCATION STANDARDS

The allocation for the 2021-2022 school year is \$13 929. It is indexed annually in accordance with the applicable adjustment rate.

Extracurricular activities in secondary school

FOCUS

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.

ALLOCATION STANDARDS

The allocation is \$83 197 for the 2021-2022 school year. It is indexed annually in accordance with the applicable adjustment rate.

Support for the educational success of gifted (high-potential) students

FOCUS

This measure is intended to help gifted elementary-and-secondary students stay in school and develop their full potential through the implementation of activities adjusted to their needs. It enables the mentoring, the development of personal educational projects and the diversification of the groupings of gifted students. The measure is also intended to support the training and accompaniment of teachers and other school staff in understanding giftedness and the appropriate interventions that can meet the needs of gifted students.

ALLOCATION STANDARDS

This allocation to the Naskapi School is calculated using the same allocation formula as that used for the school service centres and school boards, in accordance with the Operating Budgetary Rules for the 2021-2022 to 2023-2024 school years. The allocation is \$12 910 for the 2021-2022 school year.

[A reference and support document for the school system for the educational success of gifted students has been published \(in French only\) on the website of the Ministère de l'Éducation](#) and must be referred to in order to use the funding under this measure for mentoring, personal educational projects, groupings of students and training of staff.

Food assistance in preschool, elementary and secondary school

FOCUS

This measure is intended for the purchase of food and beverages that comply with the guidelines in the framework policy entitled *Going the Healthy Route at School* and in *Canada's food guide* in order to provide priority support to the preschool, elementary and secondary school students who need it, regardless of the socio-economic status of the neighbourhood where they are living. The amounts must be used for in-school breakfasts, lunches or snacks for the students.

ALLOCATION STANDARDS

The allocation is \$7 090 for the 2021-2022 school year. It is indexed annually in accordance with the applicable adjustment rate.

NEW Compensation fund

FOCUS

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 applicable taxes, 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 service centre or school board property) details the process and management rules. The Naskapi School must inform the Ministère as soon as it discovers the damage, otherwise it may lose its right to be compensated under this fund.

NEW Rental of buildings

FOCUS

The rented floor space recognized for allocation purposes and viewed as necessary to temporarily fill a need for classrooms 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 costs associated with any space in excess of that standardized by the Ministère will be assumed by the Naskapi School.

ALLOCATION STANDARDS

1. The allocation corresponds to the rent for the recognized floor surface, excluding operating costs—costs that it would have assumed if it were the owner—and to partial reimbursement of currently applicable taxes.
2. Exceptionally, the Ministère may authorize a long-term rental if the Naskapi School can demonstrate that this is more advantageous than the construction or acquisition of a building, provided that it obtains prior authorization from the Ministère des Finances.

3. The Naskapi School must justify its choice to rent by means of a comparative cost study. However, for rental of modules, the cost will be that obtained following calls for tenders in compliance with current regulations. The result of these calls for tenders must form an integral part of the allocation request.
4. The leasehold improvements may be eligible for an allocation provided that the Naskapi School demonstrates the need. These leasehold improvements must meet the minimum standards acceptable, given the temporary nature of the need.
5. The allocation is established based on available financial resources. Priority is given to classes for students in general education. To be eligible, a request for the addition of space must have been presented under the Québec Infrastructure Plan (QIP) in order for the Ministère to analyze the needs presented by the Naskapi School and recognize them, if applicable.
6. Requests for the rental of sports facilities will not be considered for funding unless the Naskapi School can demonstrate the complete absence or insufficient number of sports facilities in the intended establishment for basic physical education courses only, not for facilities for Sport-études courses or extracurricular activities.
7. When it involves requests concerning spaces reserved for vocational training programs leading to a diploma issued by the Ministère de l'Éducation, priority will be assigned based on workforce needs arising from the match between training and employment. Furthermore, the allocation granted under this measure may not:
 - be part of an agreement concluded between the Ministère and an organization
 - fund a second point of service unless there is an insufficient workforce in the sector targeted by the training
 - fund the relocation of a training program/course
 - fund the rental of a parcel of land
8. When it involves a request for space presented under the Addition of space for general education measure, and renting modular rooms is needed to carry out the same project, those rental costs must form an integral part of the addition of space project presented.
9. In order to benefit from this measure, the Naskapi School must submit an annual allocation request form within the time period prescribed by the Ministère.

The Naskapi School must make its request using the form available at the time of the annual call for projects launched by the Ministère.

NEW **Building maintenance**

FOCUS

This measure enables the Naskapi School to carry out maintenance and repair work on its school buildings. Eligible work includes the following:

- replacement of window sealant
- repair of mortar between bricks (cracked joints)
- painting
- cleaning of ventilation conduits
- replacement of broken or dirty ceiling tiles

ALLOCATION FORMULA

| | | | | |
|-------------------------|---|--|---|---------------------------|
| Allocation (in advance) | = | $\left[\frac{\text{Total recognized area of the educational organization's buildings (in m}^2\text{)}}{\text{Total recognized area for all educational organizations (in m}^2\text{)}} \right]$ | x | Available budget envelope |
|-------------------------|---|--|---|---------------------------|

ALLOCATION STANDARDS

1. The allocation to the Naskapi School is granted in advance.
2. The measure has been announced for the 2021-2022 and 2022-2023 school years. The budget envelope available for the 2021-2022 school year is \$40M¹ and, contingent upon the approval of the Operating Budgetary Rules for the school service centres and school boards for the 2021-2022 school year, the budget envelope available for the 2022-2023 school year is \$30M¹.
3. The total area of the Naskapi School corresponds to the total of the permanent areas of the buildings that are owned or co-owned by the educational organization. The buildings recognized for funding must belong to one of the following categories of use:

¹ The funds will be divided among the educational organizations, the Centre de services scolaire du Littoral, the Naskapi School, and the Cree and Kativik Iisarniliriniq school boards.

| Code | Categories of use |
|------|--|
| 9 | Vocational training |
| 10 | General education, youth sector (preschool, elementary and |
| 11 | Adult general education |
| 26 | Daycare services |

The total area includes the areas of buildings intended for teacher residences and those intended for non-teaching staff, located on the territory of an educational organization that must house this staff under the provisions of collective agreements. These areas are considered to the extent where they are occupied by students, children in daycare services or teachers.

The data on areas comes from the Gestion des données uniques des organismes (GDUNO) system. For the school year concerned, the reference data used to calculate the allocation are read on March 16 of the previous school year or, if March 16 falls on a Saturday or Sunday, on the preceding Friday.

Green, lively and safe schoolyards

FOCUS

For the purpose of offering quality educational environments that encourage the regular practice of physical activity, this measure is intended to support preschools and elementary schools in making green, lively, safe, inclusive and well-maintained school yards available to their students and the community. The more the young people are outdoors, the more they are physically active. This contributes to reducing problems linked to a lack of attention in class.

Schoolyards should be green, safe and lively, not only so that students and the school team can use them during recesses and periods of instruction outdoors (including those reserved for physical education and health) and daycare services, but also to take into consideration the needs of the community (layout and safety).

Planning a schoolyard improvement project requires major reflection and the involvement of several people, including certain professionals outside the school. In addition, to ensure the optimal and inclusive use of places, materials and equipment, the school team representatives must be trained and accompanied in the areas of organization, animation and accompaniment in schoolyards. Schoolyards must be inspected and maintained so that they remain safe. The acquisition of quality recreational materials and equipment enables the young people to enjoy a diversity of motor movement experiences while having fun.

Where possible, having a designated person who is responsible for this measure in the school enables a needs profile to be drawn up and a harmonization of actions aimed at increasing the students' daily active time.

ALLOCATION STANDARDS

The allocation is \$6 235 for the 2021-2022 school year. It is indexed annually in accordance with the applicable adjustment rate.

Support for pedagogical development

This measure supports pedagogical development in general education in the youth and adult sectors, in the language of the minority and in Indigenous communities.

Pedagogical development

FOCUS

This sub-measure supports the development and implementation of programs in English, French and Naskapi at the elementary and secondary levels.

ALLOCATION STANDARDS

The allocation is \$110 579 for the 2021-2022 school year. It is indexed annually in accordance with the applicable adjustment rate.

Development of programs on Naskapi culture or life

FOCUS

This sub-measure is intended to ensure the design, coordination, development and implementation of programs related to Naskapi culture or life, such as the development of Naskapi-language programs.

ALLOCATION STANDARDS

The allocation corresponds to that of the previous school year, indexed in accordance with the applicable adjustment rate. It is composed of an allocation for the remuneration of unionized staff (\$243 589 for the 2020-2021 school year) and an allocation for other costs (\$104 619 for the 2020-2021 school year). For the 2021-2022 to 2023-2024 school years, the remuneration of unionized staff will be indexed in accordance with the then-current collective agreements while the other costs will be indexed based on the variation in the CPI for Canada between June of the previous school year and June of the school year preceding the previous school year. Starting with the 2021-2022 school year, the allocation will be increased by \$108 333.

In addition, for all of this sub-measure, the projects envisioned will be carried out in accordance with the priorities set by the Naskapi School. The Naskapi School will produce, for each school year, an activities report on its choices, the monies allotted to each one, the activities that have been completed and those

that are ongoing as at June 30 of each school year listed in the Budgetary Rules. The Naskapi School must submit this report to the Ministère no later than September 30 of the following school year.

Specific allocations to the Naskapi School

FOCUS

This measure allows funding to be provided to the Naskapi School for certain expenses that are specific to it, given its special status.

The funds provided under this measure, just as for all measures relating to operating costs, are transferable between such measures. Thus, the Naskapi School may decide, as needed, to spend more on this measure than the funds allocated to the measure by the Ministère and cover these additional expenses with funds from other operating cost measures, unless otherwise indicated.

— **Naskapi Education Committee**

The allocation for the expenses related to the Naskapi Education Committee (*Northeastern Québec Agreement*, section 11.15.8) is \$61 616 for the 2020-2021 school year. It is indexed annually based on the variation in the CPI for Canada between June of the previous school year and June of the school year preceding the previous school year. The expenses related to the Naskapi Education Committee may include continuing professional development for committee members.

— **Program for students in preschool, elementary and secondary school outside the community**

The allocation for the program for students in preschool, elementary and secondary school outside the community corresponds to that of the previous school year (\$12 943 for the 2020-2021 school year). It is indexed annually based on the variation in the CPI for Canada between June of the previous school year and June of the school year preceding the previous school year.

To be eligible for the program, the students must be Naskapi beneficiaries, under 18 years old, and must be registered in school outside the community for social, medical, athletic or cultural reasons recognized by the Naskapi School. The Ministère's funding is provided independently of the expenses recorded and standards used by the Naskapi School. The funding is allocated to pay for expenses covered under this program, including tuition fees and transportation expenses for these students, and excluding the administrative fees. The administrative fees are funded under section C of these Budgetary Rules. Each year, no later than October 30 of the following school year, the Naskapi School will provide the Ministère with a detailed breakdown of the expenses related to this program.

— **Local education initiatives**

The allocation for local education initiatives corresponds to that of the previous school year (\$154 161 for the 2020-2021 school year). It is indexed annually based on the variation in the CPI for Canada between June of the previous school year and June of the school year preceding the previous school year. **Starting with the 2021-2022 school year, the allocation will be increased by \$140 000.**

— **Translation**

The allocation for translation into English, French and Naskapi corresponds to that of the previous school year (\$10 898 for the 2020-2021 school year). It is indexed annually based on the variation in the CPI for Canada between June of the previous school year and June of the school year preceding the previous school year.

The measure is intended to help pay for the related general costs as well as the translation of, among others, part of the correspondence and documents issued by the Québec government.

— **Services of education consultants and specialized staff provided by the Central Québec School Board**

The allocation for the services of education consultants and specialized staff corresponds to that of the previous school year (\$50 774 for the 2020-2021 school year). It is indexed annually based on the variation in the CPI for Canada between June of the previous school year and June of the school year preceding the previous school year. The sub-measure is intended to pay the fees and travel costs related to the services provided by the Central Québec School Board. The use of these funds is restricted to ministerial priorities and subject to a needs analysis for the Naskapi School conducted by the school's administration and the Central Québec School Board. Each school year, a report on the use of these funds must be produced and submitted to the Ministère no later than September 30 of the following school year.

NEW — **Administrative/Professional Staff**

FOCUS

This allocation is intended to provide funding for the Naskapi School's needs for additional administrative or professional staff. It can be used to hire child psychologists, psychoeducators, speech therapists, guidance counsellors, recruiting officers, among others.

Allocation standards

The allocation will be determined upon presentation of proof of hiring of staff.

NEW — **Support for the integration of students with handicaps, social maladjustments or learning difficulties into regular classes**

FOCUS

This measure is intended to support the integration of students with handicaps, social maladjustments or learning difficulties into regular classes. The funding enables the educational organization to hire resource persons to ensure the smooth integration of these students into regular classes and other school activities and thus support their educational success and social integration.

ALLOCATION STANDARDS

A base amount is allocated to the Naskapi School to enable assignment or hiring of special education technicians or attendants for individuals with handicaps.

The allocation will be determined upon presentation of proof of hiring of staff.

NEW — **Student supervisors**

FOCUS

This allocation is intended to cover the needs for student supervisors in the Naskapi School.

ALLOCATION STANDARDS

The allocation will be determined upon presentation of proof of hiring of staff.

NEW — **Activities related to human resources**

FOCUS

The allocation provides funding for:

- costs associated with recruiting teachers from outside the province
- organization of a surroundings orientation week for new staff who come from outside the territory; among other things, this allocation enables staff to be remunerated during this week
- upgrading of French language skills for non-unionized staff and support staff
- professional development for non-unionized staff and support staff

ALLOCATION STANDARDS

The maximum allocation is \$65 000 and is determined upon presentation of a report on the costs assumed by the school.

School transportation

FOCUS

The Naskapi School is authorized to organize transportation for its students and receives a base allocation to do so. This allocation is intended to fund daily transportation for its students. To this base allocation is added a special allocation to ensure that services are maintained for students who live further away. It can be used for the purposes, among others, of hiring additional bus drivers or any other staff needed to ensure student safety in the bus.

ALLOCATION STANDARDS

The base allocation for daily transportation of students is intended to fund the operating costs of state-managed vehicles belonging to the Naskapi School. The allocation corresponds to that of the previous school year (\$128 574 for the 2020-2021 school year). It is indexed annually based on the variation in the CPI for Canada between June of the previous school year and June of the school year preceding the previous school year.

The special allocation to ensure that service is maintained for the students who live furthest away corresponds to the amount for the previous school year (\$280 000 for the 2021-2022 school year). It is indexed annually based on the variation in the CPI for Canada between June of the previous school year and June of the school year preceding the previous school year.

NEW **Naskapi access to technologies**

FOCUS

The Ministère grants the Naskapi School an annual supplementary allocation for fibre-optic Internet service.

The Ministère grants the Naskapi School a supplementary allocation for Internet service and access for staff members residing in housing that is not provided by the Naskapi School.

The Ministère grants the Naskapi School a supplementary allocation for Internet service and access for students whose families are in a challenging socio-economic situation.

ALLOCATION STANDARDS

The allocation corresponds to \$194 800 annually for the 2021-2022 to 2023-2024 school years and may be increased upon submission of the real costs.

NEW **Naskapi teacher training program**

FOCUS

The Ministère grants the Naskapi School an annual supplementary allocation intended to support the in-community training of Naskapi teachers.

The estimated costs for the program total \$607 802 for a four-year period. The cost breakdown is \$463 802 for McGill University; \$144 000 for books and materials.

ALLOCATION STANDARDS

The allocation corresponds to an annual amount of \$151 950 for each of the 2021-2022 to 2023-2024 school years.

4. Specific allocations

User fees and local and municipal taxes

FOCUS

Each year, the Naskapi School receives a specific allocation covering the actual costs of user fees, including those for municipal services, charged to the Naskapi School. The same applies to local and municipal taxes levied or charged by the Naskapi Band or a competent municipality.

ALLOCATION STANDARDS

Once a year, the Central Québec School Board will submit the following information to the Ministère at the same time it submits its June 30 annual financial report:

- the current procedure at the Naskapi School for analyzing the invoices or bills related to user fees and local or municipal taxes
- any administrative by-laws of the Naskapi Band establishing the user fees
- the inventories of surface areas in square metres computed by the Naskapi School and by the band, as well as the reconciliation of these two inventories
- the invoices or other documents addressed to the Naskapi School by the Naskapi Band and establishing the amount owed by the Naskapi School for user fees
- the documents establishing the adjustments following the prior invoicing of the Naskapi School by the band
- the invoices received by the Naskapi School establishing the amount owed for local or municipal taxes
- the Naskapi Education Committee's resolution authorizing payment of the amounts due

If the rules relating to the funding of the Naskapi Band are changed by a decision of either the federal or provincial government, and these changes result in an increase in the user fees charged to the Naskapi School then, until the current allocation rules relating to user fees and local or municipal taxes are amended, the Ministère will continue to pay the Naskapi School the specific allocation related to user fees based on the Naskapi Band's then current methods and rules for establishing user fees for the Naskapi School.

5. Special allocations

Coordination committee for vocational training, technical training and adult general education

FOCUS

This allocation is intended to fund the work of this coordination committee composed of representatives from the Naskapi School, the Naskapi Nation of Kawawachikamach, the Central Québec School Board and the Ministère. This working group is to draw up a profile of the vocational and technical training services as well as the instructional services in Adult General Education accessible to Naskapi students in order to propose services for these levels of education and meet the needs of the labour market in their territory.

ALLOCATION STANDARDS

The allocation is for an amount up to \$50 000 per year for hiring resource people, travel expenses and other costs related to this analysis. The Naskapi School will produce a report on costs as at June 30 of each school year covered under these Budgetary Rules. This report must be submitted to the Ministère no later than September 30 of the following school year.

Other allocations

FOCUS

These allocations relate to special situations not included in the base allocations or in any other supplementary allocation measure. They could, for example, be allocations associated with the introduction of new ministerial policies or programs offered to all Québec educational organizations that could be applicable to the Naskapi School. They could also be allocations associated with certain exceptional situations where a parent or legal tutor must accompany a student with a handicap or medical problems outside of the community and live with them there so that the student can receive educational services. In these situations, the parent or tutor may then be eligible for living expenses and transportation expenses.

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 \$1.0 million, or of the Conseil du trésor if the amount of the grant or promise is greater than \$50 000, but less than \$1.0 million.

6. Base allocation for educational activities in Adult General Education and Vocational Training

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

Annual allocation

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

Allocation standard

This allocation is in the amount of \$396 419 for the 2020-2021 school year. It is indexed annually based on the variation in the CPI for Canada between June of the previous school year and June of the school year preceding the previous school year. These Budgetary Rules provide for an adjustment to the closed resource envelope if the number of full-time equivalent (FTE) students declared in general adult education in the Charlemagne system by the Naskapi School is greater than 15 FTE. For each additional FTE, the amount per FTE indicated below is allocated and added to the closed resource envelope for the school year concerned.

Determination of the amount per FTE for Adult General Education

The amount per registered FTE applicable to the 2020-2021 school year is \$11 690. For subsequent school years, this amount will be adjusted based on the known employer contribution rates, the aging rates of the teachers, and indexation rates for salaries in accordance with the annual rates applied to the educational organizations' allocation parameters. The allocation for material resources will be adjusted based on the annual variation in the CPI.

Allotment of the general base allocation for educational activities for students in adult general education

Authorized allotments

The Naskapi School may allot the general base allocation to fund the following activities that take place in the territory served by the Naskapi School 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

It is the Naskapi School'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.

Eligible school population

The school 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 accordance 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 Naskapi School:

- pedagogical support
- literacy
- preparatory services for secondary education
- Secondary Cycle One education
- Secondary Cycle Two education
- preparatory services for vocational training
- preparatory services for post-secondary education
- social integration
- sociovocational integration
- francization

And in the following types of training courses: “Attendance,” “Assistance for self-directed learners” and “Evaluation and certification of prior learning (examination only),” and “distance education.”

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 Naskapi School, the cost of which is fully paid by individuals, groups, organizations and, especially, businesses that have asked the school 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 service centres or 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 1.2.1, Subsidized student populations).

Allotment of the general base allocation for vocational training

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 Naskapi School’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.

Student population subsidized for vocational training education activities

The school population eligible for subsidized vocational training education activities at the Naskapi School includes any person, legally enrolled by virtue of section 215.1, who is pursuing studies in accordance

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 Naskapi School and accepted by the Ministère de l'Éducation. Because of the special status of this school, the Ministère de l'Éducation authorization may include certain conditions for admission to and organization of the training.

In its files, the Naskapi School 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*, CQLR, c. I-13.3, section 467). To this end, the Naskapi School must determine and declare the school population and transmit the results using the Ministère's systems. The Naskapi School is also responsible for the contractual relationship with the teachers.

The following students are not eligible:

- students who, on September 30 of the school year concerned, were part of the youth sector school population in the same 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.
- students who were taking training leading to an attestation issued by the Naskapi School.
- students who were in a workforce training program subsidized by the Ministère de l'Emploi et de la Solidarité sociale or under a program of any other government department.
- students who were in a workforce training program subsidized by the federal government and applicable to Indigenous people.
- students who were taking personal development or work-related professional development activities, even if the courses are recognized by the Ministère.
- students who were participating in educational activities offered by the Naskapi School, the cost of which is fully paid by individuals, groups, organizations and, especially, businesses that have asked the school to organize these activities.
- students who were taking a 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.
- students who were participating in activities subsidized by non-recurrent adjustments or supplementary allocations.

Transmission of information to the Ministère

According to Division D of these Budgetary Rules and irrespective of the source of funding, the Naskapi School must transmit to the Ministère 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 school population. In addition, the Naskapi School 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.

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 Naskapi School, the list of vocational training courses that the Naskapi School may offer on its territory is established annually, before the start of the school year.

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 below.

Revenues in lieu of government grants

Revenues in lieu of government grants have the following characteristics:

- They are collected by the Naskapi School or its administrator by virtue of 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.

Other revenues in lieu of government grants

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

8. Program regarding allocations for post-secondary students (on and off community)

8.1 Objective of the program

The objective of the Program is to improve employment prospects for the Naskapi beneficiaries of the *Northeastern Québec Agreement* by enabling individuals who are eligible under subsection 8.3.1 of this Program (see below) to pursue post-secondary studies and acquire the qualifications of that level of schooling. This is intended to encourage more Naskapi students to enrol in post-secondary programs and to raise the nation's graduation and employment rates.

In order to strike a balance between the sound management of expenses and the development of educational services in the community, the Naskapi School is granted an allocation of \$300 000 for projects for post-secondary training given in the community by a recognized educational institution, especially the Naskapi teacher training program. The projects must be approved in advance by the Ministère. The elements funded correspond to the applicable elements of the calculation standards indicated in section 8.4 (see below), adapted as required.

8.2 General principles for resource allocations

- 8.2.1 The Ministère provides allocations to the Naskapi School and not to the students concerned. The Naskapi School alone is responsible for using this envelope to benefit its students.
- 8.2.2 The Ministère provides these allocations to the Naskapi School under a global envelope which is completely independent of the real expenses (except for expenses specifically indicated in subsections 8.4.3, 8.4.4, 8.4.5 and 6), the revenues of the students and their dependents and the student-assistance standards used by the Naskapi School.
- 8.2.3 The envelope allocated by the Ministère is completely transferable within the total budget of the Naskapi School.
- 8.2.4 The envelope allocated by the Ministère is determined by applying the rules and standards described below. The Naskapi School must submit its policy on post-secondary studies and its budget for the post-secondary program to the Ministère before June 30 of the preceding school year.
- 8.2.5 The envelope allocated by the Ministère is determined principally based on the actual clientele, the actual number of months of studies and, in certain cases, the

actual expenses. The amount of the envelope will be determined at the end of the school year, after the annual financial report has been analyzed.

- 8.2.6 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.
- 8.2.7 Should a student eligible for the purposes of calculating these allocations receive non-reimbursable student assistance grants under other Québec government programs or under the programs of other governments, the amount of these grants will be deducted from the allocations which would otherwise normally be allocated to the Naskapi School in accordance with the standards described below.
- 8.2.8 The Naskapi School supports the objective of encouraging the eligible clientele to attend Québec educational institutions and will therefore distribute information on Québec-based post-secondary educational institutions to the students to encourage them to attend these institutions.

This does not, however, affect the student's right to attend a Canadian or foreign educational institution or the right of the Naskapi School to obtain funding from the Ministère for such students insofar as permissible under the standards stated below.

8.3 Eligible clientele and definitions

8.3.1 Eligible clientele

Students who are beneficiaries of the *Northeastern Québec Agreement* and who are enrolled on a full-time basis in a post-secondary educational institution are eligible for the purpose of calculating the allocations from the Ministère to the Naskapi School on the basis of the standards set out in subsection 8.2.

A student is recognized as being enrolled on a full-time basis when a post-secondary educational institution recognizes them as being so enrolled.

For students (Naskapi beneficiaries of the *Northeastern Québec Agreement*) enrolled on a part-time basis in one or more post-secondary educational institutions, the Ministère will issue to the Naskapi School only the allocation indicated in subsection 8.6.1.

For students (Naskapi beneficiaries of the *Northeastern Québec Agreement*) enrolled in correspondence courses at a post-secondary educational institution leading to credits recognized by that institution, the Ministère will issue to the Naskapi School only the allocation indicated in subsection 8.6.2.

8.3.2 Post-secondary educational institution

For the purposes of this program, “post-secondary educational institution” includes Canadian universities, CEGEPs, technical institutes, teachers’ colleges and any other Canadian educational institution which:

- has secondary school graduation as a normal prerequisite to registration or which, in certain cases, allows a student who does not meet this criterion to register (mature student), and
- is recognized as a post-secondary institution by the appropriate governmental authorities of the province in which it operates

Also recognized are post-secondary educational institutions which are located outside Canada and have secondary school graduation as a normal prerequisite. However, should the program being followed by the student at such an institution be available in Canada, the Naskapi School will receive the same funding as if that student were attending the Canadian educational institution closest to the Naskapi community where the student is registered as a beneficiary of the *Northeastern Québec Agreement* and offering that program in said student’s choice of official language of Canada.

8.3.3 Spouse and dependents

For the purposes of this program, an eligible spouse or dependent child is defined as follows:

- spouse: the person who has become a spouse by virtue of a legally contracted marriage or the unmarried person who has been permanently living in a conjugal relationship for a least one year with the unmarried student
- child: the child (who is under 18 years of age, who is not married or who is not living in a conjugal relationship with another person):
 - of the student or of the student’s spouse or of both, or
 - for whom formal adoption procedures have been undertaken

8.3.4 Recognized months of study

For the purposes of this program, a recognized month of study includes all or part of a month during which the eligible student is enrolled on a full-time basis in and is attending a post-secondary educational institution or during which the student is carrying out an internship, a research program or placement training which is required as part of the student’s program of study.

For the purposes of calculating the allocations established on the basis of the standards set out in subsections 8.4.1, 8.4.2 and 8.4.5, the family situation of the student in terms of numbers of dependents and the age of the children is the one prevailing on the first day of each month of study except for the months of study which begin a study session. For these months of study, the situation prevailing on the first day of study of the month of study is the one considered for these purposes.

The allocations provided to the Naskapi School under subsections 8.4.1 to 8.4.5 for a student in a month of study are reduced by the amount, if any, received by the student concerned in the month concerned for an internship, research program or placement training which is required as part of the student's program of study.

8.4 Standards for calculation of the allocation

8.4.1 Living expenses

Living expenses¹ include the costs relating to food, personal care, lodging, daily transportation, leisure activities, clothing and personal expenses. Under this heading, the Ministère allocates to the Naskapi School for each student concerned, if applicable, the amounts indicated below:

| Element | Allocation |
|--|-------------------------------|
| For the student only | \$1 855.00 per month of study |
| For the spouse (not registered as a student under this program) living with the student | \$557.00 per month of study |
| For the 1st and 2nd child considered as dependent, living with the student and not registered as a student under this program | \$591.00 per month of study |
| For the 3rd and subsequent children considered as dependents, living with the student and not registered as students under this program) | \$295.50 per month of study |

Furthermore, if a student does more than three months of study in a school year, the Ministère allocates to the Naskapi School an additional amount corresponding to 30% of the amount calculated for the first month of living expenses applicable to this student for the school year concerned.

The Ministère grants to the Naskapi School an additional allocation for lodging for the summer period for the student who was registered full-time in a post-secondary

¹ Living expenses are for students who are pursuing full-time studies off the Naskapi community and for those who are taking full-time programs of study in distance-learning mode in the community.

² Read "two-bedroom" if the student is living with one dependent child and "three-bedroom" if the student is living with two or more dependent children.

educational institution for the session preceding the summer period, who is not registered for the summer period, but who is registered for the following session in the same educational institution or in another post-secondary educational institution in the same region. This additional lodging allocation is calculated according to the formula given below for each month of the summer period (May, June, July and August only) that is not otherwise recognized as a month of study, and the allocation is paid during the school year in which the student returns to their studies.

The average monthly rent for a one-bedroom² apartment as indicated in the table published by the Canadian Mortgage and Housing Corporation and/or Statistics Canada (Table 3410013301) for the year concerned and, in accordance with the most recent edition of the Rental Market Indicators Average rent for metropolitan areas and major urban centres, in vacancy rates, apartment structures of six units and over, privately initiated in urban areas, for the metropolitan area or urban centre in which the post-secondary educational institution attended by the student is located or, if applicable, for the metropolitan area or urban centre located closest to the educational institution.

8.4.2 **Child care costs**

The Ministère provides the following allocations to the Naskapi School for students whose dependents under 14 years of age must attend an early childhood centre or the school's child care facility, in accordance with the following standards:

- If the student has at least one dependent child living with them, the allocation is \$564¹ per child per month of study.
- This allocation is granted when both parents are students or in the case of a single-parent family.

8.4.3 **Other school expenses**

Other school expenses include the cost of school supplies, tutorial services, special clothing and equipment as well as school expenses related to dependents. For this purpose and for each eligible student, the Ministère provides the Naskapi School with an amount of no less than \$45 per month of study for the purchase of books, for a total of \$226³³ per session. If the actual cost of other school expenses exceeds this amount, it will be reimbursed based on the invoices provided by the student and verified by the Naskapi School.

¹ This is the amount for the 2020-2021 school year. It will be indexed in accordance with the rules set out in section 8.

8.4.4 Tuition and registration fees

The Ministère allocates to the Naskapi School an amount equal to the real costs of all the tuition and registration fees required from the student by the post-secondary institution. As stated in subsection 8.3.2 of this document, if the student is attending a post-secondary educational institution outside of Canada to follow a program of study that is available at a post-secondary educational institution in Canada, the tuition and registration fees reimbursed to the Naskapi School will be those that would have been required by the educational institution in Canada that offers that program in the student's choice of official language of Canada and is located closest to the Naskapi community where the student is registered as a beneficiary. In cases where the program of study followed by the student is not available in Canada in the student's choice of official language of Canada, the Ministère will reimburse the real costs of the tuition and registration fees required by the foreign educational institution.

8.4.5 Moving and transportation expenses¹

The Ministère allocates to the Naskapi School an amount equal to the real costs of all the moving and transportation expenses incurred by the student and their dependents insofar as such costs are incurred in the circumstances and in accordance with the criteria which follow.

Moving expenses

The moving expenses of the student and of their dependents are covered; these costs represent the real transportation costs of the student and their dependents and the cost of moving their personal effects and their furniture used for family purposes.

These expenses are covered only in the following cases:

- for a student who becomes eligible for this program as a student enrolled on a full-time basis and for whom the Naskapi School receives allocations from the Ministère under this program: one trip and one move for the student and their dependents from the point of departure of the student to the place of study in Canada
- when, for this student, the Naskapi School ceases to receive allocations from the Ministère under this program as a student enrolled on a full-time basis: one trip and one move for the student and their dependents from the place of study in Canada to the point of departure

¹ Moving and transportation expenses are only for those students enrolled in full-time studies outside the Naskapi community.

- when the student for whom the Naskapi School receives an allocation from the Ministère under this program as a student enrolled on a full-time basis changes their place of study: one trip and one move for the student and their dependents from one place of study in Canada to the other place of study in Canada

For the purposes of calculating the allocation, a maximum of one change of place of study per student will be considered per year.

For the purposes of the preceding paragraphs, the term “point of departure” means the student’s choice of the Naskapi community where they are registered as a beneficiary of the *Northeastern Québec Agreement*, or their place of residence in Canada before beginning studies.

For the student whose anticipated duration of studies at the beginning of the program is two months or less, the allocation covers only the return-trip transportation costs of the student concerned and their personal effects. In such a case, the transportation costs of dependents and the move of furniture are not covered by the allocation.

Periodic transportation expenses

The following periodic transportation expenses of the student and their dependents are also covered:

- for each session of recognized studies: one return trip from the place of study in Canada to the point of departure; in this case, the student and their dependents may travel at different times. When the student is attending an institution where the normal academic year (two sessions) is of a duration of eight months, the student is eligible for one trip from their place of residence to their place of studies, one return trip from the place of study in Canada to the point of departure and one trip from their place of study to their point of origin.
- in case of an emergency and upon authorization of the Naskapi School: one return trip from their place of study in Canada to their point of departure.
- to enable the student to write an entrance or classification examination or attend an entrance or classification interview at an educational institution, upon authorization by the Naskapi School, and only if this examination or interview takes place more than two weeks before the month in which studies begin: one return trip (without dependents) from the point of departure to the proposed place of study in Canada.

Transportation expenses for students outside Canada

If the student attends a post-secondary institution outside Canada on a full-time basis in order to take a program of study that is offered at a Canadian educational institution, the

moving and transportation costs referred to above are covered, but only to the extent that they do not exceed the moving and periodic transportation costs that the student and their dependents would have incurred had the student taken the program of study at the Canadian educational institution which offers this program in the official language of Canada of the student's choice and which is located closest to the Naskapi community where the student is registered as a beneficiary.

In the case where the program of study taken by the student is not offered in Canada in the official language of Canada of the student's choice, the allocation will then cover the moving and periodic transportation costs referred to above to the location of the foreign post-secondary institution.

8.5 Allocations: incentives for completing post-secondary studies

8.5.1 Allocation standards

The Ministère allocates \$100 to the Naskapi School for each student who obtains a college diploma in a program of study with a duration of one academic year.

The Ministère allocates \$200 to the Naskapi School for each student who obtains a college diploma in a program of study with a duration of two academic years.

The Ministère allocates \$300 to the Naskapi School for each student who obtains a college diploma in a program of study with a duration of three academic years.

The Ministère allocates \$500 to the Naskapi School for each student who obtains a Bachelor's degree.

In order to take into consideration the increased costs and to encourage the pursuit of studies, the Ministère allocates to the Naskapi School an additional amount of \$750 for each student who obtains a master's degree.

The Ministère also allocates an additional amount of \$1 000 to the Naskapi School for each student who obtains a doctorate.

For the graduation incentives, the date on which the diploma was earned must be after June 30, 2021, and the request must be made within a period of 12 months.

In accordance with Naskapi School policy, the above allocation amounts will be tripled for students who complete their program within the specified time limit (normal duration of the educational institution's program).

These amounts are fixed for the duration of the present Budgetary Rules.

In order to receive the allocation, the Naskapi School must submit to the Ministère a copy of the diplomas of the students concerned.

8.6 Part-time students and correspondence courses

8.6.1 Part-time

For a student who is enrolled on a part-time basis in a post-secondary educational institution (including distance-education programs offered in the Naskapi community by a post-secondary educational institution), the Ministère allocates to the Naskapi School an amount equal to the real costs of registration and tuition fees required from this student by the educational institution as well as the costs of school supplies.

8.6.2 Correspondence courses

For students who are enrolled in correspondence courses, the Ministère allocates to the Naskapi School an amount equal to the real costs of registration and tuition fees required for each course by the post-secondary educational institution, provided that the student has successfully completed the course in which they were enrolled.

8.7 Educational support expenses for the school population eligible for the Program regarding allocations for post-secondary students

Educational support expenses include staff and other expenses required to support and promote the social and personal development of students in order to encourage them to pursue their studies. Under this heading, the Ministère allocates annual funding in the amount of \$135 905 for the 2020-2021 school year. This amount will be adjusted for the subsequent school years in accordance with the indexation standards described below in subsection 8.8.

8.8 Indexation of calculation standards

The amounts indicated in subsections 8.4.1, 8.4.2, 8.4.3 and 8.7 are those which apply for the 2020-2021 school year.

For the 2021-2022 and subsequent school years, the amounts applicable for the previous school year are increased each July 1 beginning July 1, 2021, by a percentage equal to the rise in the CPI for Canada for the twelve-month period preceding the July 1 concerned.

The data used for this purpose are those published by Statistics Canada. The increase is determined within three months following the publication of the CPI for Canada for the period concerned.

Therefore, the percentage increase applicable as of the first day of the school year concerned will be calculated as follows:

$$\text{Indexation rate} = \left[\frac{\text{CPI on June 30 of the previous school year} - \text{CPI on June 30 of the school year preceding the previous school year}}{\text{CPI on June 30 of the school year preceding the previous school year}} \right] \times 100$$

The rates used to index are rounded off to the second decimal. When the third decimal is equal to or greater than five, the second decimal is rounded up.

8.9 Administrative arrangements

The allocation to the Naskapi School for the program for post-secondary students is paid to the Central Québec School Board under Measure 30151 – Naskapi School.

In order to determine the amount of the allocations with regard to post-secondary students, the Central Québec School Board, as general administrator of the Naskapi School, must provide the Ministère with the information indicated in Appendix 2, in an electronic form agreed to with the Ministère, for each eligible student. The information must be provided no later than:

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

The Ministère may request a verification of the supporting documents related to the allocations for the reimbursement of real costs, namely the allocations indicated in subsections 8.3.3, 8.3.4 and 8.5.1, as well as a verification of the supporting documents concerning eligible clientele.

8.10 Management fees for the program for post-secondary students

Under this heading, the Ministère pays and allocates to the Central Québec School Board an amount for its management fees incurred as the school board responsible for the general management of the Naskapi School. This amount corresponds to 3.55% of the funding allocated to the Naskapi School for the program for post-secondary students for the 2021-2022 to 2023-2024 school years.

8.11 Program regarding allocations for off-community adult secondary school students

8.11.1 Objective of the program

The objective of the program is to encourage Naskapi beneficiaries of the *Northeastern Québec Agreement* to acquire secondary school and vocational training qualifications so that they may enrol in post-secondary programs or become financially independent. The goal is to enable individuals to realize their potential so they may contribute to the Naskapi community as well as to Québec and Canadian society, increase the Naskapi nation's capacity for self-government and fulfill its need for a qualified local workforce.

8.11.2 General principles for resource allocation

The principles in subsection 8.2 of this document apply in the same way to students in this program.

8.11.3 Eligible clientele and definition

To be eligible for the purposes of calculating the allocations granted by the Ministère based on the standards contained in subsection 8.5, Naskapi students who are beneficiaries of the *Northeastern Québec Agreement* and are entitled to benefit from the provisions of that Agreement must be:

- at least 18 years of age, and
- enrolled full-time in an educational institution or school in a program of study leading to a secondary school diploma or technical qualification, or any other program normally given at the secondary level, and be living away from their permanent residence because the program of study is not offered by the educational institutions or schools in their community or because they are not eligible to enrol in the program offered by the educational institutions or schools in their community or because they must study outside their community for social reasons recognized by the Naskapi School. For the purposes of this allocation program, programs of study revolving around personal development or self-improvement activities such as martial arts or macramé are not recognized. In addition, students are recognized as being enrolled on a full-time basis when the educational

institution or school recognizes them as being so enrolled. However, students who are enrolled on a part-time basis in one or more educational institutions or schools located outside their community and who are taking at least 20 hours of courses per week or the equivalent (laboratories, workshops, etc.) are recognized as being enrolled on a full-time basis.

For students (Naskapi beneficiaries of the *Northeastern Québec Agreement*), at least 18 years of age and enrolled on a part-time basis in an educational institution or school located outside their community, who are taking fewer than 20 hours of courses per week or the equivalent (laboratories, workshops, etc.), the Ministère issues only the allocation indicated in subsection 8.6.1 of this document to the Naskapi School.

For students (Naskapi beneficiaries of the *Northeastern Québec Agreement*) enrolled in correspondence courses at the secondary level, the Ministère issues only the allocation indicated in subsection 8.6.2 of this document to the Naskapi School.

- For the purposes of this program, “school” or “educational institution” includes any secondary, comprehensive, technical or vocational school or any other Canadian educational institution recognized by the appropriate governmental authorities of the Canadian province in which it operates as providing secondary-level education or as providing technical or other training normally acquired in secondary school.
- For the purposes of this program, a dependent of an eligible student is defined in the same way as in the Program regarding allocations for post-secondary students.
- For the purposes of this program, a recognized month of study includes all or part of a month during which the eligible student is enrolled on a full-time basis in and is attending a recognized school or educational institution.

8.11.4 General expenses

The standards defined in subsection 8.4 of this document, adapted as required, apply here.

8.11.5 Educational support expenses for the clientele eligible for the Program regarding allocations for off-community adult secondary school students

Educational support expenses include staff or other expenses required to promote the social and personal development of students and encourage them to pursue their studies.

The amounts issued are those indicated in subsection 8.7 of this document.

8.11.6 Part-time students and correspondence courses

The provisions of subsection 8.6 of this document, adapted as required, apply here.

8.11.7 Indexation of calculation standards

The provisions for the indexation of calculation standards indicated in subsection 8.8 of this document, adapted as required, apply here.

8.11.8 Administrative arrangements

The provisions in subsection 8.9 of this document, adapted as required, apply here.

8.11.9 Management fees for the Program regarding allocations for off-community adult secondary school students

The provisions in subsection 8.10 of this document, adapted as required, apply here.

DIVISION B

INVESTMENT BUDGETARY RULES

1. Base allocation for investments

Base allocation for the acquisition of furniture, equipment and tools (MAO) for preschool education, elementary education and secondary general education

For the 2019-2020 school year, the Naskapi School receives a base allocation of \$11 742 for the acquisition of furniture, equipment and tools (MAO) for preschool education, elementary education and secondary general education as well as for the residences.

This base allocation is renewed and adjusted for the 2020-2021 to 2023-2024 school years in accordance with the variation in the percentage of the student population in general education in the youth sector and the variation in the CPI for Canada between June of the previous school year and June of the school year preceding the previous school year.

Base allocation for the renovation and transformation of buildings

For the 2019-2020 school year, the Naskapi School receives a base allocation of \$113 829 for small building renovation and transformation projects. This allocation is renewed and adjusted for the 2020-2021 to 2023-2024 school years in accordance with the variation in the percentage of square metres and the CPI for Canada between June of the previous school year and June of the school year preceding the previous school year. Beginning with the 2021-2022 school year, the allocation will be increased by \$97 000.

2. Measures 30000—Supplementary allocations for investments

Supplementary allocation (asset maintenance)

This measure concerns projects whose cost exceeds \$30 000 for the renovation, improvement or transformation of buildings. An acceptable project may involve the entire building inventory of the Naskapi School and consist of one or more interdependent elements. This measure may also concern projects to acquire school buses or service vehicles.

The project must be included in the investment plan submitted annually by the Naskapi School and must also be submitted to the Ministère for analysis and approval.

The Ministère will allocate the following amounts to the Naskapi School for these purposes for each of the school years concerned:

— for the 2021-2022 school year: \$325 000

— for the 2022-2023 school year: \$347 000

— for the 2023-2024 school year: \$369 000

Exceptionally, after receiving a formal report by an expert, the Ministère may re-evaluate the amounts allocated for asset maintenance, taking into consideration the problems raised and the preventive nature of the work required for maintenance, or restoration, of the physical state of buildings used for educational or administrative purposes.

Disbursement of this allocation is conditional upon the Naskapi School entering all required data in the GIEES (gestion des infrastructures de l'Éducation et de l'Enseignement supérieur) system.

Information technologies

FOCUS

For each of the 2021-2022 to 2023-2024 school years, the Ministère grants the Naskapi School a supplementary allocation for the acquisition of digital equipment and other information technologies for general education.

ALLOCATION STANDARDS

The allocation is \$50 000 annually for the 2021-2022 to 2023-2024 school years and may be increased upon submission of proof of the real costs.

3. Specific allocations

Addition of space for general education

Resources may be allocated to the Naskapi School to enable it to add student places or residences for Naskapi School employees if they were recruited from outside the Schefferville region. This measure also covers projects associated with the acquisition, construction or set-up of premises to meet specific administrative needs, such as offices, housing for students or employees, as well as garages, warehouses, heated garages for school buses and school bus shelters. Each project must be approved based on an analysis of the justifications presented by the Central Québec School Board and on available resources.

Other allocations

FOCUS

These allocations relate to special situations not included in the base allocations or in any other supplementary allocation measure. They could, for example, be allocations associated with the introduction of new ministerial policies or programs offered to all Québec educational organizations that might apply to the Naskapi School.

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 \$1.0 million, or of the Conseil du trésor if the amount of the grant or promise is greater than \$50 000, but less than \$1.0 million.

NEW **Indemnification**

FOCUS

This measure is designed to provide financial assistance to the Naskapi School so that it can deal with specific situations. It contains three sub-measures:

- Indemnification plan
 - – Materials that present a health hazard – losses or accidents
 - – Construction defects – litigation

Sub-measure – Indemnification plan

FOCUS

This sub-measure is intended to indemnify the Naskapi School for direct damages caused to its property following a loss or accident.

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

ALLOCATION STANDARDS

The process and management rules for submitting a request are detailed in the document entitled, *Régime d'indemnisation pour dommages directs aux biens des centres de services scolaires – Règles d'admissibilité et de gestion*.

Referring to the concept of direct costs defined in the Manuel de comptabilité scolaire 1, the Ministère confirms that a maximum of 4% of the amounts paid under the sub-measure may be used by the educational organization to plan and follow up on projects that have been carried out.

Sub-measure – Materials that present a health hazard – losses or accidents

FOCUS

This sub-measure allows financial assistance to be provided for:

- – the recovery, replacement or elimination of materials presenting a health risk
- – the carrying out of work following a loss or accident
- The eligibility criteria are:
 - – in accordance with the applicable situation:
 - – The building must contain a material that presents a health risk
 - – The loss or accident must not be covered by the Indemnification plan. For the purposes of this document, a loss or accident is an event which is not foreseeable for the Naskapi School and which results in damage to or loss of a building or its contents.

ALLOCATION STANDARDS

1. Each project is approved based on an analysis of the justifications presented by the Naskapi School.
2. The allocation is determined based on the financial resources available, conditional upon a deductible of \$15 000 per project with an estimated total cost not exceeding \$100 000. If the total cost exceeds that amount, a 10% additional deductible will be applied to the overage.

3. Referring to the concept of direct costs defined in the *Manuel de comptabilité scolaire 9*, the Ministère confirms that a maximum of 4% of the amounts paid under the sub-measure may be used by the Naskapi School to plan and follow up on projects that have been carried out.

Sub-measure – Construction defects – litigation

The purpose of this sub-measure is to reimburse expenses inherent to:

- the redoing of a component of a building affected by a construction defect.
- the settlement of particular situations for which the Naskapi School is not liable and which are related to an authorized construction project. These expenses may stem from a judgment rendered in a civil court or from an out-of-court settlement.

Each project will be approved following an analysis of the justifications presented by the Naskapi School, and the allocation will be provided based on the resources available.

NEW Improvement of air quality in schools

FOCUS

This measure is intended to support the implementation of one of more means intended to improve the quality of the indoor air in schools, including the detection or prevention of problems, and the corrective work.

The eligible work is associated with:

- A. the detection of a fungal contamination.
- B. the characterization of materials likely to contain asbestos.
- C. the establishment of a statement of air quality in school buildings (measurement of different parameters) and the preparation of a plan for the actions required.¹
- D. the measurement of the concentration of radon
- E. all of the steps aimed at developing a plan to ensure air quality in the school buildings.
- F. the purchase of measuring instruments required for measuring indoor air quality parameters.
- G. all of the work that favours an improvement of the air quality in the building.

¹ To be eligible for funding, the report on air quality in a building must be followed by an intervention plan intended to correct the problems identified.

- H. all of the initiatives that favour an improvement of the air quality in the same building must be submitted in a single request. However, a request may cover different initiatives planned for several buildings.

Eligible costs do not include expenses related to maintenance, even if they are linked to air quality in educational institutions, or any intervention or expertise provided by the educational organization's staff.

ALLOCATION STANDARDS

1. Financial assistance for the eligible work described in points A, B, C, D, E and F in the "eligible work" section covers 100% of the total cost of the project. For the other work, the financial assistance covers 80%, up to a maximum of \$150 000 per building.
2. The Naskapi School must wait for the project acceptance letter before starting the work. It may also use funds from other budget measures to top up the funding for its projects to improve the indoor air quality in its school buildings.
3. The work authorized by the Ministère must be completed within a maximum of 24 months following the receipt of the Ministère's letter of acceptance. If not, the allocated amounts may be recovered by the Ministère.
4. When the project is approved by the Ministère, 25% of the amount of the allocation is awarded. The final allocation is confirmed after the work is completed and after the list of eligible work carried out under the project is submitted along with the related invoices if requested by the Ministère.
5. The financial assistance may not exceed the amount stated by the Ministère in its project acceptance letter.

NEW

Upgrading of technological infrastructures

FOCUS

This measure is intended to fund the upgrading of technological infrastructures in order to integrate 21st-century competencies and the possibilities offered by digital technologies. It includes the following sub-measures:

- Sub-measure A — Digital tools
- Sub-measure B — Projects to improve efficiency and optimize IT infrastructures
- Sub-measure C — Digital educational resources
- Sub-measure D — Programming and robotics projects

- Sub-measure E — Special measure for the acquisition of digital combos
- Sub-measure F — Telecommunications infrastructures

ALLOCATION STANDARDS FOR ALL SUB-MEASURES

1. Amounts may be transferred between sub-measures A, B and C without obtaining authorization from the Ministère.
2. 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 educational organization, in accordance with the *Act respecting the governance and management of the information resources of public bodies and government enterprises* (Act), and with the *Règles relatives à la planification 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 authorizations¹:
 - a) Firstly, at the end of the pre-project phase, the Naskapi School 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 Naskapi School 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.
3. The final allocation is confirmed following the analysis of the annual financial report.
4. The amounts that are not used during the school year concerned are carried forward, in accordance with the applicable Budgetary Rules.
5. The educational organizations must comply with the requirements of the Act and its attendant rules² by disclosing the IR activities and assets funded by this measure, which must be:
 - a) included in the IR investment and expenses program
 - b) included in the description of the use of monies
 - c) included in the status report on projects in the execution phase, if applicable
 - d) included in the *Inventaire des actifs informationnels et évaluation de leur état* (inventory of information assets and the evaluation of their condition), if applicable

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

² *Act respecting the governance and management of the information resources of public bodies and government enterprises* (Act) and *Règles relatives à la planification et à la gestion des ressources informationnelles* (Rules).

6. The educational organization must submit the required information on investments under the Québec Infrastructure Plan and, when necessary, under the Public Infrastructure Act.
7. Within the context of the implementation of the *Action Plan on Digital Technology*, the educational organizations may be asked to provide additional information related to the use of the funds from these sub-measures.

Sub-measure A – Digital tools

FOCUS

This sub-measure is intended to ensure the maintenance, replacement and purchase of information assets. It relates to 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 (mice, headsets, keyboards, cameras, etc.)

ALLOCATION FORMULA

| | | | | |
|-------------------------|---|--|---|---------------------------|
| Allocation (in advance) | = | $\left[\frac{\text{Number of teaching positions in the educational organization as calculated by the Ministère}}{\text{Number of teaching positions in the educational organizations as a whole as calculated by the Ministère}} \right]$ | x | Available budget envelope |
|-------------------------|---|--|---|---------------------------|

ALLOCATION STANDARDS

1. The allocation to the Naskapi School is granted in advance.

2. The budget envelope available for the 2021-2022 school year is \$22.5 million,¹ \$15 million which comes from the Digital Action Plan for Education and Higher Education.
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.).
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 B – Projects to improve efficiency and optimize IT infrastructures

FOCUS

This sub-measure is intended to cover projects aimed at ensuring greater efficiency in the Naskapi School's services or at optimizing its technological infrastructures. It relates to 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 educational organization or with one or more other educational organizations (central projects)
- integrated management of the bank of workstations or technological infrastructures that incorporates the best practices in the field

¹ Special status educational organizations and special status school boards.

- 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 A
- virtualization or conversion of workstations in order to increase performance and lifespan

ALLOCATION FORMULA

| | | | | |
|-------------------------|---|---|---|---------------------------|
| Allocation (in advance) | = | $\frac{\text{Number of teaching positions in the educational organization as calculated by the Ministère}}{\text{Number of teaching positions in the educational organizations as a whole as calculated by the Ministère}}$ | x | Available budget envelope |
|-------------------------|---|---|---|---------------------------|

ALLOCATION STANDARDS

1. The allocation to the Naskapi School is granted in advance.
2. The available budget envelope for the 2021-2022 school year is \$15 million.¹
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 C – 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 contribute to the development of 21st-century skills and knowledge by students (e.g. software, applications, USB keys with didactic content). It relates to 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:

¹ Special status educational organizations and special status school boards.

- 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 Ministère de l'Éducation or other kinds of resources

ALLOCATION FORMULA

| | | | | |
|-------------------------|---|---|---|---------------------------|
| Allocation (in advance) | = | $\frac{\text{Number of teaching positions in the educational organization as calculated by the Ministère}}{\text{Number of teaching positions in the educational organizations as a whole as calculated by the Ministère}}$ | x | Available budget envelope |
|-------------------------|---|---|---|---------------------------|

ALLOCATION STANDARDS

1. The allocation to the Naskapi School is granted in advance.
2. The available budget envelope for the 2021-2022 school year is \$5 million¹, which comes from the Digital Action Plan for Education and Higher Education.
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 D – 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

¹ Special status educational organizations and special status school boards.

knowledge targeted by the Québec Education Program (QEP). This measure concerns preschool, elementary and secondary school education.

ALLOCATION FORMULA

| | | | | |
|-------------------------|---|---|---|---------------------------|
| Allocation (in advance) | = | $\frac{\text{Number of teaching positions in the educational organization as calculated by the Ministère}}{\text{Number of teaching positions in the educational organizations as a whole as calculated by the Ministère}}$ | x | Available budget envelope |
|-------------------------|---|---|---|---------------------------|

ALLOCATION STANDARDS

1. The allocation to the Naskapi School is granted in advance.
2. The available budget envelope for the 2021-2022 school year is \$5 million.¹
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 A.

Sub-measure E – 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 education as well as to 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 B.

ALLOCATION STANDARDS

1. The allocation to the Naskapi School is granted in advance.
2. The budget envelope available for the 2021-2022 school year is \$30M.²

¹ Special status educational organizations and special status school boards.

² Special status educational organizations and special status school boards.

3. The amount for the Naskapi School for the 2021-2022 school year is \$30 000.

Sub-measure F – Telecommunications infrastructures

FOCUS

This sub-measure is to be used only to fund projects involving the maintenance, reliability, upgrading and addition of telecommunications infrastructures.

The eligible telecommunications infrastructures are:

- structured cabling (copper wire, patch panel, copper connection cables)
- the fibre optics for the connection structure, cables and panels for the fibre optics
- connectivity equipment (firewall, core, access and head) and their proper connectors
- wireless equipment of the WIFI (wireless fidelity) or LIFI (light fidelity) type
- racks for neighbouring centres and/or telecommunication rooms
- telecommunication infrastructure linking the administrative centre of the educational organization and the schools
- acquisition of mapping software for the fibre optic structure in order to facilitate the management of the telecommunication network between the education system's administrative centre and the schools

ALLOCATION STANDARDS

1. The allocation to the Naskapi School is granted in advance.
2. The budget envelope available for the 2021-2022 school year is \$20 000.
3. The Naskapi School can divide its allocations based on its priorities in keeping with the eligible telecommunications infrastructures.
4. The educational organizations must comply with the requirements of the Act and its attendant rules¹ by disclosing the IR activities to the Système Intégré de Gestion des Ressources Informationnelles (SIGRI) and the IR assets funded by this measure, which must be:

¹ Act respecting the governance and management of the information resources of public bodies and government enterprises (Act) and Règles relatives à la planification et à la gestion des ressources informationnelles (Rules).

- a) included in the annual IR investment and expenses program
- b) included in the description of the use of monies
- c) included in the status report on projects in the execution phase, if applicable
- d) included in the *Inventaire des actifs informationnels et évaluation de leur état* (inventory of information assets and the evaluation of their condition), if applicable

NEW Sports and recreational infrastructure projects

FOCUS

This measure funds the carrying out of projects involving sports and recreation infrastructure projects in the schools. The eligibility criteria are as follows:

- The Naskapi School must be the owner or emphyteuta of the land and the facility that are the subjects of the request.
- The work must involve construction, renovation, fit-up, expansion or upgrading to sports and recreation facility standards.
- The projects must comply with the regulations and standards of the Programme de soutien aux installations sportives et récréatives – Phase II.
- The project must have been approved by the Ministère de l'Éducation within the context of the acceleration of investments in the Québec Infrastructure Plan.
- The work associated with these projects must have been completed by March 31 of the school year concerned.

ALLOCATION STANDARDS

1. Each project is analyzed based on the justifications and information submitted by the educational organization. The total budget envelope reserved for this measure must not be exceeded. Acceptance may be accompanied by specific conditions stated in the letter of authorization from the Ministère.
2. The financial assistance granted may not exceed that granted in the announcement letter from the Ministère de l'Éducation.

Calculation of the allocation for investments

Grant for investments

The grant for investments is equal to the total amount of the investment allocations granted to the Naskapi School and is issued to the Central Québec School Board.

4. Measures 30000 — Supplementary allocations for school transportation

The measures that are the subject of supplementary allocations are described below.

Acquisition of devices and accessories which are used for the transportation of students with handicaps

FOCUS

This measure is intended to fund a portion of the costs related to the acquisition and installation of devices and accessories used for the daily transportation of students.

ALLOCATION STANDARDS

Expenses incurred during the school year concerned and related to the acquisition of devices and accessories used for the daily transportation of students are eligible for this allocation, depending on the available financial resources. However, any purchase costing less than \$1 000 is not eligible for this allocation.

DIVISION C

ADMINISTRATION EXPENSES OF THE CENTRAL QUÉBEC SCHOOL BOARD

In accordance with the *Northeastern Québec Agreement*, the Central Québec School Board is responsible for the general administration of the Naskapi School.

Accordingly, the Ministère allocates to the Central Québec School Board an amount equal to 7.1% of the operating and investment grants approved by the Ministère for the Naskapi School, excluding the allocations paid under the Program regarding allocations for post-secondary students and off-community adult secondary students, the allocations for the teacher education program and the allocations for services provided by education consultants and specialist staff. The administration expenses related to the Program regarding allocations for post-secondary students and off-community adult secondary students are determined by the funding policy in subsection 8.10 of Division A of these Budgetary Rules.

DIVISION D

INFORMATION TO BE PROVIDED TO THE MINISTÈRE DE L'ÉDUCATION DURING THE 2021-2022 AND SUBSEQUENT SCHOOL YEARS

This division indicates the information that must be duly transmitted to the Ministère in accordance with the methods and deadlines specified for each.

Collection of data concerning enrolments in general education in the youth sector

The deadline for the September 30 declaration of enrolments (funding declaration), for educational organizations using the Charlemagne system's interactive data entry application or using information technology is the beginning of November of the school year concerned. 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 in mid-August following the end of the school year concerned. After that date, declarations will not be accepted.

Collection of data concerning enrolments in adult general education

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 in mid-August following the end of the school year concerned. After that date, declarations will not be accepted.

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 in mid-August following the end of the school year concerned.

Collection of data concerning enrolments in vocational training

Declaration of enrolments

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

⁶⁴ The data must be submitted before the fourth student enrolment certification report is produced in mid-August following the end of the school year concerned. After that date, declarations will not be accepted.

The declaration of all persons employed by the school service centre or 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 Naskapi School 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 concerning organizations, schools and buildings

Every year, the Ministère identifies the information required for the collection of data concerning organizations, schools and buildings.

This information must be transmitted to the Ministère no later than July 6 of the school year concerned, for the purposes of school organization.

For more information, consult the *Guide d'utilisation – Mettre à jour les renseignements relatifs à l'organisation scolaire des commissions scolaires* (GDUNO), at: http://www1.education.gouv.qc.ca/DOC_ADM/gduno/index.html.

Collection of data related to buildings

Each year, the Naskapi School 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 Naskapi School will also enter in GIEES all the data on the components of its buildings and the repair or renovation work completed.

DIVISION E

EXPENSE STATEMENT AND SURPLUS / (DEFICIT) STATEMENT

As the general administrator of the Naskapi School, the Central Québec School Board submits an expense statement as well as a surplus / (deficit) statement as at June 30 for the Naskapi School as agreed with the Ministère. These statements must be audited in accordance with the mandate of the External Auditor prescribed by the Ministère. The School Board will submit these two statements to the Direction générale du soutien aux réseaux et du financement of the Ministère and to the Naskapi School, no later than October 31 of the subsequent school year.

DIVISION F

APPENDICES

Appendix 1

General base allocation for expenses other than for teaching staff

The amounts for the general base allocation in 2019-2020 are apportioned in the activities structure by distinguishing between the payroll and non-payroll portions. The activities structure of the adjusted 2019-2020 general base allocation is broken down as follows in order to establish the evolution rules for the 2020-2021 and subsequent school years:

| | | General base 2019-2020 (in \$) |
|---|---------|-----------------------------------|
| | | Total |
| Administration of the school | | |
| Salaries | 398 875 | |
| Other costs | 188 146 | 587 022 |
| Operation and maintenance of equipment | | |
| Salaries | 59 340 | |
| Other costs | 626 996 | 686 337 |
| Education services and student services | | |
| Salaries | 205 248 | |
| Other costs | 129 079 | 334 328 |
| Teachers' residences, expenses for moving and annual trips | 640 837 | 640 837 |
| Professional development for staff other than teachers | 48 335 | 48 335 |

This general base for the 2019-2020 school year is adjusted for the 2020-2021 and subsequent school years based on the volume of activities (variation in student population or variation in total surface areas) and on the indexation of allocations in accordance with the formulas set out in subsection 1.1 of Division A of these Budgetary Rules.

The weighting accorded to each of the adjustment factors for the volume of activities is as follows:

| | General education, youth sector, student enrolments | Recognized square metres |
|---|--|-----------------------------|
| Administration of the school | 50% | 0% |
| Equipment and maintenance of equipment | 25% | 75% |
| Education services and student services | 100% | 0% |
| Teachers' residences, expenses for moving and annual trips | 50% | 0% |
| Professional development for staff other than teachers | 0% | 0% |

Appendix 2

Program regarding allocations for post-secondary students and off-community adult secondary school students

Information required by the Ministère

A. Student

- Name
- Social insurance number
- Beneficiary number
- Date of birth
- Address of permanent residence

B. Educational institution

- Name
- Address

C. Studies

- Level
- Program
- Status of studies (full-time, part-time, correspondence course)
- Number of months
- Diploma (if applicable)

D. Dependents

- Number
- Names and relationship with student
- Dates of birth
- Beneficiary number (if applicable)

E. Expenses

- Living expenses
- Tuition and registration fees
- Moving and transportation
- Child care costs (if applicable)
- Other expenses (as needed)
- Graduation incentives (if applicable)

Appendix 3

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

A positive non-recurrent adjustment is granted to the Naskapi School 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:

ALLOCATION FORMULA

| | | | | |
|------------|---|---|---|---|
| Adjustment | = | $\frac{\text{Base amount for education services}}{10 \text{ months}}$ | X | Number of months following the month the student arrived until June 30 of the school year concerned |
|------------|---|---|---|---|

ALLOCATION STANDARDS

1. 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.
2. The amounts for the school year concerned are presented in the document, *Renseignements spécifiques à l’année scolaire concernée*, of the Budgetary Rules for the school service centres and school boards for the 2021-2022 to 2023-2024 school years.
3. A negative adjustment, calculated using the same method, is made when a student transfers, after September 30 of the school year concerned, from the Naskapi School to a private educational institution authorized for subsidy purposes.

