

**ANNUAL REPORT**  
School service centre

**MESSAGE FROM THE CHAIR**  
of the school service centre's board of directors

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MESSAGE FROM THE GENERAL MANAGEMENT  
of the school service centre

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# **1. Presentation of the school service centre**

## **1.1 Overview of the school service centre**

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## **1.2 Highlights**

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## **1.3 Educational services and other services**

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## 2. Governance of the school service centre

### 2.1 Board of directors

Members of the board of directors

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#### Schedule of the meetings held

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#### Decisions of the board of directors

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### 2.2 Other governance committees

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#### ■ List of the board of directors' committees and their members

Name of committee	List of members
Governance and ethics committee	
Audit committee	
Human resources committee	

#### ■ List of the school service centre's committees and their members

Name of committee	List of members
Advisory committee on management	
Advisory committee on services for handicapped students and students with social maladjustments or learning disabilities	
Advisory committee on transportation	
Parents' committee (or regional parents' committee and central parents' committee, as applicable)	

### 2.3 Code of ethics and professional conduct

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### 2.4 Disclosure of wrongdoings relating to public bodies

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**Accountability under the Act to facilitate the disclosure of wrongdoings relating to public bodies**

Accountability 20XX-20XX <i>Act to facilitate the disclosure of wrongdoings relating to public bodies</i>	Number of disclosures or communications of information
1. Disclosures received by the designated officer	
2. Disclosures ended under paragraph 3 of section 22	
3. Well-founded disclosures	
4. Disclosures broken down according to the categories of wrongdoings set out in section 4	
(1) a contravention of a Québec law, of a federal law applicable in Québec or of a regulation made under such a law,	
(2) a serious breach of the standards of ethics and professional conduct,	
(3) a misuse of funds or property belonging to a public body, including the funds or property it manages or holds for others,	
(4) gross mismanagement within a public body, including an abuse of authority,	
(5) any act or omission that seriously compromises or may seriously compromise a person's health or safety or the environment,	
(6) directing or counselling a person to commit a wrongdoing described in any of paragraphs 1 to 5,	
5. Information forwarded under the first paragraph of section 23	

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## 3. Results

### 3.1 Commitment-to-success plan

#### 3.1.1 Results of the commitment-to-success plan (PEVR)

■ Approach 1: xxx

Objective	Indicator	Target	Results <sup>1</sup> 20XX-20XX	Results <sup>2</sup> 20XX-20XX	Results <sup>2</sup> 20XX-20XX	Results <sup>2</sup> 20XX-20XX	Results <sup>2</sup> 20XX-20XX
Objective 1							
Objective 2							
Objective 3							
Etc.							

<sup>1</sup> Results of the first year of accountability of the PEVR.

<sup>2</sup> Results of the subsequent years of implementation of the PEVR.

■ Approach 2: xxx

Objective	Indicator	Target	Results <sup>1</sup> 20XX-20XX	Results <sup>2</sup> 20XX-20XX	Results <sup>2</sup> 20XX-20XX	Results <sup>2</sup> 20XX- 20XX	Results <sup>2</sup> 20XX- 20XX
Objective 1							
Objective 2							
Objective 3							
Etc.							

### Explanation of the results

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### 3.1.2 Objectives determined by the Minister of Education

Objective	Indicator	Target	Results <sup>3</sup> 20XX-20XX	Results <sup>4</sup> 20XX-20XX	Results <sup>4</sup> 20XX-20XX	Results <sup>4</sup> 20XX-20XX	Results <sup>4</sup> 20XX-20XX
Objective 1							
Objective 2							
Objective 3							
Objective 4							
Objective 5							
Objective 6							

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<sup>3</sup> Results of the first year of accountability of the PEVR.

<sup>4</sup> Results of the subsequent years of implementation of the PEVR.



## 3.2 Anti-bullying and anti-violence plan

### 3.2.1 Summary of the incidents of bullying and violence reported at the school service centre

#### ■ Scale of frequency of the incidents of bullying or violence

Scale
<u>No incident</u>
<u>Fewer than 10 incidents reported</u>
<u>10 to 19 incidents reported</u>
<u>20 to 39 incidents reported</u>
<u>40 or more incidents reported</u>

School	BULLYING (frequency of incidents)	VIOLENCE (frequency of incidents)	Proportion of the measures for which a complaint was filed with the Student Ombudsman
Name of the school (number of students)	Example: Fewer than 10 incidents	Example: 10 to 19 incidents reported	Example: (1.8%)

### 3.2.2 Measures in the schools of the school service centre

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## 3.3 Complaint examination procedure

## 4. Use of the resources

### 4.1 Allocation of the school service centre's revenues

#### Objectives of the annual allocation of revenues

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#### Principles of the annual allocation of revenues

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#### Criteria to be used to determine the amounts allocated

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## 4.2 Financial resources

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## 4.3 Workforce management and control

### ■ Staff distribution in hours

Job class	Hours worked (1)	Overtime (2)	Total paid hours (3) = (1) + (2)	Number of employees for the period concerned
1.Executive staff	00:00	00:00	00:00	
2.Professional staff	00:00	00:00	00:00	
3.Teaching staff	00:00	00:00	00:00	
4.Office staff, technicians and staff of comparable rank	00:00	00:00	00:00	
5.Labourers, maintenance and service staff	00:00	00:00	00:00	
<b>Total in hours</b>	<b>00:00</b>	<b>00:00</b>	<b>00:00</b>	

### ■ Overview of staffing level

<b>Target set out by the Minister of Education (A)</b> <b>Source:</b> Information sent by the Ministère de l'Éducation du Québec (MEQ) via CollecteInfo	
<b>Total hours of paid work (B)</b> <b>Source:</b> Information sent by the MEQ via CollecteInfo	
<b>Extent of the overstaffing, if applicable</b> <b>Calculation:</b> (C) = (B) – (A)	
<b>Compliance with staffing level</b> <b>Answer choice:</b> Yes/No <i>(If the answer is "No", the school service centre must specify the measures taken to correct the situation)</i>	

## 4.4 Service contracts involving an expenditure of \$25,000 or more

### ■ Service contracts involving an expenditure of \$25,000 or more

	Number of contracts	Amount of the contract (before taxes)
Service contracts with a natural person		
Service contracts with a contractor other than a natural person		
<b>Total</b>		

## 4.5 Physical and information resources

### 4.5.1 Physical resources

#### ■ Immovable assets

20XX-20XX (Previous year)		20XX-20XX (Year of accountability)	
Balance not invested or incurred	Investments made	Amounts incurred	Amounts not invested or incurred

### 4.5.2 Information resources

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## **5. Schedules to the annual report**

### **Report of the Student Ombudsman**

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### **Other schedules**

Insérer les annexes.