



# Material Resources Services

**Cree School Board Regional General Assembly**

**Presentation by: Guylaine Houle**

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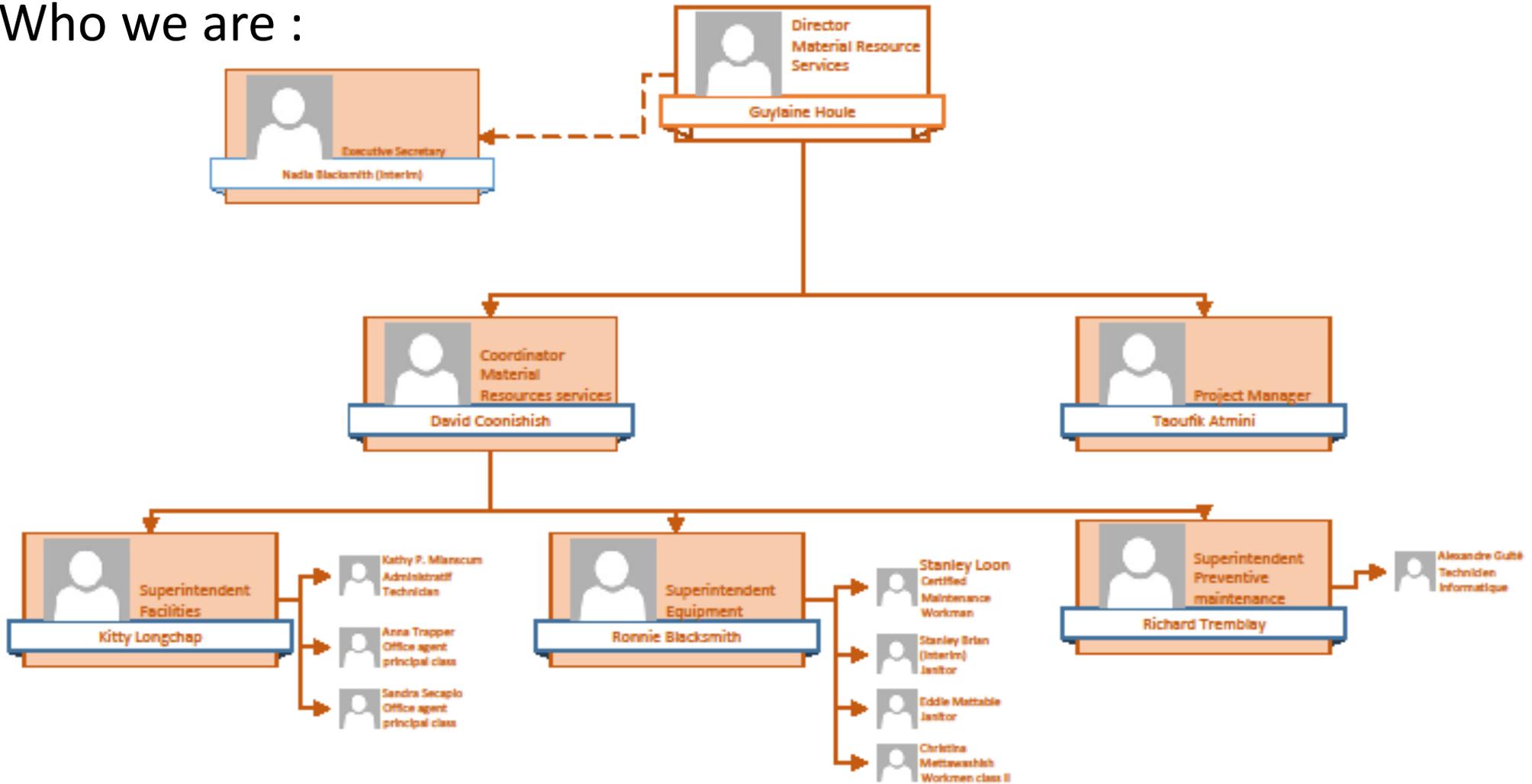
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# Introduction

Who we are :





# Introduction

What Material Resources Services do:

- School Transportation (daily and school activities)
- Emergency Management
- Regular and Preventive Maintenance
- Purchasing
- Leases, office equipment, insurance and liability, moving and storage.
- Capital projects (building new building or building extensions)
- Major renovations, rehabilitation and upgrading projects
- Building Portfolio management



# 2015-2016 Year in Review

- **We built a 4146 m<sup>2</sup> school in one year, and made sure that the students could start there 2016-2017 school year in their school.**
  - Construction started June 2015 and ended July 2016;
  - Furnish the classes and the offices;
  - Specialized equipment for Special Needs Students including multisensory room;
  - Janitor supplies;
  - Maintenance material;
  - Playground and Gym equipment;
  - Art integration.





# 2015-2016 Year in Review

## École Joy Ottereyes Rainbow Memorial School

Conceived with the collaboration of the Cree Nation Government, Cree Nation of Wemindji, Wemindji School Committee and the School Authorities.

- 2 storey
- Stage area that communicates with both or either the gym and Agora
- Section for the EHDA (2 classes and 1 multisensory room)
- Section for Cree Culture and Language (5 classes)
- Section for preschool (4 classes)
- Section for grade 1 to 3 (7 classes)
- Section for grade 4 to 6 (8 classes)
- School Administration Area
- Student Services Area



# Emergency Management Plan

In collaboration with the Director General Office, Secretary General and most of the Community Educational Administrators

- Emergency Management Policy
- Key standard Procedures
- Communication plan
- Emergency signs
- Emergency guide
- Classroom/Office manual
- Emergency Training

# Key Standard Procedures

Key Standard Procedures will cover the following situations:

**EVACUATION - LOCKDOWN - STAY IN PLACE - LOCK OUT**

(apply across all situations)

Utility Emergencies	Widespread Emergencies (Natural and Man-made)	Medical Emergencies	Transportation Emergencies	Violent Incidents	Other Emergencies
<ul style="list-style-type: none"><li>• Power outages</li><li>• Telephone system outage</li><li>• Natural gas, propane leaks</li><li>• Sewer failure</li></ul>	<ul style="list-style-type: none"><li>• Fires or explosions</li><li>• Severe weather</li><li>• Earthquakes</li><li>• Floods</li><li>• Hazardous material (incl. oil) spills</li></ul>	<ul style="list-style-type: none"><li>• Pandemics</li><li>• Allergic reactions</li><li>• Accidents</li><li>• Death (Employee, student, parent)</li></ul>	<ul style="list-style-type: none"><li>• Bus accidents</li><li>• Vehicle accidents on-site</li><li>• Airplane accidents</li></ul>	<ul style="list-style-type: none"><li>• Personal Threat (incl. Armed Intruder/ Violent Acts)</li><li>• Bomb threats</li></ul>	<ul style="list-style-type: none"><li>• Missing child</li></ul>



# 2016-2021 Strategic Action Plan Initiatives

## 1 EDUCATIONAL SUCCESS

### • 1.6 Ensure healthy, safe, and sustainable facilities

- Establish the optimal process for determining the Supplementary Allocation projects
- Once we have established the student population, profiles, and needs for 2016-2021 (initiative 1.1). prepare a 5 year forecast for the Supplementary Allocation projects
- Finish the implementation of Preventive Maintenance program
- Building a Air Quality Plan and it's implementation
- Pursue the Capital Investment Plan 2013-2018
- Build the 2018-2021 Capital Investment Plan aligned with initiative 1.1 (established the student population, profiles, and needs for 2016-2021), participation in the negotiation and implementation
- Production of a Quality Environment Policy for all our buildings and its implementation



# 2016-2021 Strategic Action Plan Initiatives

## 2 STUDENT, PARENT AND COMMUNITY ENGAGEMENT

- **2.6 Establish and nurture mutually beneficial relationships with employers, industry and community groups.**
  - Establish a line of communication to ensure that all our Cree Communities are aware of our future initiative and, if need be, ensure that they are align to their initiative.
  - Incorporate in our process items and required information to ensure that contractors build a relationship with the Cree Community they will work in.



# 2016-2021 Strategic Action Plan Initiatives

## 3 QUALIFIED, COMPETENT, AND ENGAGED STAFF

- **3.5 Enhance and promote employee engagement to increase motivation and pride to work for the CSB.**
  - Ensure to have regular meeting with MRS employees





# 2016-2021 Strategic Action Plan Initiatives

## 4 ORGANIZATIONAL BEHAVIOUR AND EFFECTIVENESS

### • 4.2 Optimize data management and recordkeeping

- Inventory and establish baseline for recordkeeping for the Head Office Housing and Offices
- Write procedures and process to do inventory and its promotion
- Write best practice process for our data integrity and its promotion
- Develop tools and guidelines to ensure data integrity
- Implement Procurement and Inventory in Mozaik
- Establish Benchmarking for our tenants satisfaction
- Establish Benchmarking for our Services satisfaction



# 2016-2021 Strategic Action Plan Initiatives

## 4 ORGANIZATIONAL BEHAVIOUR AND EFFECTIVENESS

- **4.3 Determine and commit to the types of services and turnaround times offered internally by departments**
  - Establish a service contract for our department and our turnaround time
- **4.4 Effectively communicate with internal and external audiences.**
  - Establish the need of regular information exchange with other department, Schools or other entities;
  - Establish what is the best mean to exchange information with them and establish when to initiate the demand of information;



# 2016-2021 Strategic Action Plan Initiatives

## 4 ORGANIZATIONAL BEHAVIOUR AND EFFECTIVENESS

- **4.5 Enhance the effectiveness of meetings**
  - Adapt a culture that the objectives (including timelines) are set before and that everyone comes at the meeting prepared;
  - Establish meeting rules.





# 2016-2021 Strategic Action Plan Initiatives

## 4 ORGANIZATIONAL BEHAVIOUR AND EFFECTIVENESS

- **4.7 Ensure governance frameworks (including operational policies, procedures, and tools) meet current and emerging organizational needs.**
  - Develop procedures and tools to ensure that M.R.S. policies are followed uniformly throughout all the Cree School Board;
  - Develop tools to enhance the management of our Contract Services and Leases.
  - Develop Policies to ensure the best use of Cree School Board assets (e.g. use of heavy equipment, Quality Environment,...)



# Conclusions

- Material Resources Services team is a proud to be part of this journey towards student success.





# Questions?

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Meegwetch. Thank you. Merci.

