

GOVERNING BOARD INFORMATION BOOKLET



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USEFUL LINKS

Education Act:

http://www2.publicationsduquebec.gouv.qc.ca/dynamicSearch/telecharge.php?type=2&file=/l_13_3/l13_3_A.html

Riverside Governing Board Info: <http://www.rsb.qc.ca/?80E8F414-92D5-487E-992D-B7D340E8BDB6>

Includes GB E-Booklet; Info-Flash documents; Guidelines

MELS on Governing Boards: <http://www.mels.gouv.qc.ca/conseils/>

Riverside By-Laws and Policies: <http://www.rsb.qc.ca/?6EDA3B68-84EA-4A3B-A7CA-2C1E68357864>

Student Ombudsman: <http://www.rsb.qc.ca/?0D47D670-E5E4-4DAD-8982-D26E4CAB97E4>

CHECKLIST FOR THE ANNUAL GENERAL ASSEMBLY OF PARENTS

- ❑ Article 47 of the Education Act (EA) requires that each school hold an **Annual General Assembly (AGA) of parents between the first day of the school year and the last day of September.**
- ❑ **A notice to convene the AGA** must be sent at least four (4) days prior to holding the meeting. Only parents of students attending the school are convened to this meeting. **Unlike GB meetings, the AGA is not a public meeting.**
- ❑ It is **strongly recommended** that the AGA be held as early in September as possible in case it becomes necessary to convene parents to another meeting before the end of September. Failure to elect the designated number of parent representatives would result in no Governing Board (GB) being formed for that year. Should this occur, the principal will exercise the functions and powers of the GB.
- ❑ Parent representatives on the Governing Board are elected at the AGA. As well, the Parent Committee representative and the Parent Committee alternate **must be elected by the Annual General Assembly of parents**, from among the GB parent representatives. If this does not occur, the Governing Board may still send a representative to sit at the Parents' Committee as an observer, but without the right to vote.
- ❑ The AGA of parents is the body that decides **whether or not to establish a PPO** within the school (EA - Article 96).

NOTICE OF MEETING AND AGENDA

Normally, the Agenda is prepared by the Chair of the GB in consultation with the school Principal. Items may be added at the time of the adoption of the agenda but, once adopted, it is not normally modified unless the assembly is in agreement.

AGENDA

The agenda should be sent to parents along with the notice of the meeting. Items may be added prior to the adoption of the agenda but, once adopted, it is not normally modified unless the members of the assembly are in agreement.

The following items **should be part** of the agenda of the AGA:

- naming of a Chair of the meeting, if required;
- naming of a Secretary of the meeting;
- adoption of the agenda;
- adoption of the minutes of the previous year's AGA;
- adoption of an election procedure;
- question period;
- closing of the meeting.

The following items **are required by the EA to be part** of the agenda of the AGA:

- election of parent representatives to the GB;
- election of a Parent Committee representative (for a two-year term) and a substitute;
- item concerning the formation of a Parent Participation Organization (PPO) (if the members of the assembly decide to form a PPO, they must determine its name, composition and operating rules, and elect its members).

ELIGIBILITY

Any parent of a student enrolled in the school is eligible to be elected as a parent representative to the Governing Board.

A parent who is a member of the staff of that school or a parent who is an elected commissioner of the School Board is not eligible to be elected as a parent representative to the Governing Board.

ELECTION PROCEDURE

There are various ways to proceed. It is important to establish the procedure before beginning the election process. The following procedure is suggested:

1. Elect a **Chair** to preside over the elections. This is often the Chair of the GB unless he/she is a candidate.
2. Designate two **scrutineers**. They should be nominated by parents in attendance and should not be candidates for positions.
3. Nominations take place. Every participant who is eligible to vote may nominate someone.
4. An eligible person may nominate him/herself. It is usually accepted practice to allow for proxy nomination in the case of an eligible parent who cannot attend the meeting. The eligible parent should signify, in writing, his/her intention to be nominated for a position.
5. Once nominations cease, nominees are asked, in reverse order, if they accept the nomination. **If the number of nominees is equal to the number of positions to be filled then no vote will be necessary.**
6. When there are more nominees than positions available, a vote must take place.
7. A secret ballot vote is recommended. This is always best to avoid any awkwardness.
8. Before proceeding to the vote, each nominee should be given a few moments to speak.
9. Following this, the scrutineers hand out a ballot to each **eligible parent-voter only**.

COMPOSITION OF GOVERNING BOARDS

(Adopted by Resolution of Council July 9, 1998)

# of Students	# of Parents	# of Teachers	Other Staff	Daycare Staff
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Elementary schools without daycare services:

1 - 300	4	2	2	-
301 - 500	6	4	2	-
501 +	8	6	2	-

Elementary schools with daycare services:

1 - 300	5	2	2	1
301 - 500	7	4	2	1
501 +	9	6	2	1

Secondary schools (1st and 2nd cycles) and schools with Elementary and Secondary Levels:

				Cycle 2 H.S. Students
1 - 300	4	2	2	2
301 - 500	5	3	2	2
501 – 700	6	4	2	2
701 – 900	7	5	2	2
901 +	8	6	2	2

Please note that each school may have two (2) community representatives who are not members of the school staff and who are appointed by all the elected members of the Governing Board.

On September 16, 2008, a special resolution (B244-20080916) was adopted with respect to the composition of the Governing Board at Greenfield Park Primary International School: 4 parents from each school board; 3 RSB teachers, 1 RSB daycare employee; 4 CSMV teachers, 2 non-voting community representatives.

Definitions

APPROVE:	To accept or to refuse a proposal without any possibility of making any changes - the power to say yes or no.
ADOPT:	To modify, amend, or accept any element of a proposal.
BE CONSULTED:	To give an opinion on a subject with a possibility of influencing the final decision.
ADVISE:	To express an opinion on a subject.
BE INFORMED:	To receive information after the decision has been made without any possibility of changing the decision.
REQUEST:	To take some initiative to receive information on a subject.

* * * * *

BY-LAWS:	Are based on the powers conferred by the Education Act and are adopted by the Council. They come into force once certain legal formalities have been carried out (i.e. publication of a public notice). By-laws can only be repealed or amended by the adoption of a new by-law.
GUIDELINE:	An indication or outline of policy or conduct.
POLICY:	An overall plan defining the general goals and acceptable procedures of the School Board which must respect the laws and regulations in force. Policies are adopted by Council and can only be repealed or amended by a new policy, by-law or resolution passed by Council.
PROCEDURE:	A series of steps followed in a regular definite order.

DIVISION II GOVERNING BOARD

Articles 42-95 of the Education Act refer to Governing Boards.
Articles 84-90 refer to the Basic School Regulation which is available at:

http://www2.publicationsduquebec.gouv.qc.ca/dynamicSearch/telecharge.php?type=3&file=/l_13_3/l13_3R8.HTM

All Governing Board members should be familiar with this regulation, often referred to as the *Régime pédagogique*.

DIVISION III PARENT PARTICIPATION ORGANIZATION

Articles 96-96.4 of the Education Act refer to Parent Participation Organizations.

(school name)_____ **GOVERNING BOARD****Internal Rules of Procedure**

A Governing Board is a legally established body, mandated by Article 42 of the Quebec Education Act. Furthermore, it is also mandated by Article 67, that rules for the internal management of the Governing Board shall be adopted and Articles 70 and 71 establish a standard to be followed by members of a Governing Board.

1. **Composition** - The Governing Board is composed of:
 - ___ parents, who are not members of the school staff;
 - ___ members of the school staff;
 - ___ students from the second cycle (secondary);
 - ___ 2 members of the community. (Article 42, Education Act)

2. **Term of Office** - The term of office of the parent representatives is two years and the term of office of the representatives of the other groups is one year. The term of office of half of the parents' representatives is for one year, for the first year. (Article 54, EA)

3. **Chair**
 - **Election of Chair** - The chair is elected by the Governing Board from amongst the parents' representatives who are not members of the personnel of the School Board. (Article 56, EA) All Governing Board members may take part in the vote. Other positions on Governing Board may be held by any and all.
 - **Term of Office** - The term of office of the chair is one year. (Article 58, EA)
 - **Meetings** - The chair presides at the meetings of the Governing Board. (Article 59, EA)
 - **Substitute Chair** – Should the chair be absent or unable to act, the Governing Board will designate a person from among the eligible members for office to chair that meeting. (Article 60, EA)
 - **Role of the Chair**
 - The Chair prepares the agenda, in collaboration with the school principal and ensures that meetings unfold in accordance with the rules of procedure that are in place.
 - The Chair maintains order and decorum at meetings. The Chair is the official spokesperson for the Governing Board.

4. **Quorum** - A quorum is the majority of the members in office, including at least half of the parents' representatives. (Article 61, EA)

5. **Vote** - Decisions of the Governing Board are made by a majority vote of the members present and entitled to vote. If the vote is equally divided, the chair has a casting vote. Every decision must be made in the best interest of the students. (Articles 63 & 64, EA)

6. **Meetings**

- Meetings are held on the school premises. (Article 65, EA)
- Regular meetings are held ____ times per year (***at least five meetings per year***) from ____ p.m. to ____ p.m. and may be extended by 10 minutes by resolution. **The annual calendar of meetings is adopted with the plan of action and is distributed to all parents.**
- A meeting may be adjourned to a specific date and time if it appears that important business will not be concluded within the time limit of a regular meeting.
- A special meeting may be called to consider a matter that cannot wait until the next regularly scheduled meeting. A notice shall go out to GB members and parents 4 days prior to the special meeting. If the GB is unable to hold a special meeting within the time required to consider the urgent topic, all members will be contacted by email or telephone to vote on the urgent matter. The result of this vote should be ratified at the next regular meeting of the GB.
- In order to provide a welcoming atmosphere for the public, the members of the Governing Board will have name cards placed in alphabetical order. The tables will be set up in a semicircular or u-shape in order that all members are facing the public.

7. **E-mail Vote Procedures**

Decisions of the Governing Board are made by a majority vote of the members present and entitled to vote, including the chair. If the vote is equally divided, the chair has a casting vote. Every decision must be made in the best interest of the students. (Section 63 & 64, EA)

In exceptional circumstances, an e-mail vote may take place using the following procedure:

- The request will be sent to the Chairperson.
- The Chairperson and the Principal will accept or reject the request.
- The Chairperson will e-mail all members the accepted request for their consideration, asking that a motion be presented by one member and seconded by another member, followed by votes from all members.
- Within 48 hours the Chairperson will e-mail the motion to the members, summarizing all votes and declare the vote as “carried” or “defeated”.
- The Chairperson will keep copies of the e-mail votes until the next Governing Board meeting.
- At the following Governing Board meeting the motion and vote will be ratified and recorded into the Minutes.

8. **Closed session meetings** - The meetings of the Governing Board are public but may move into closed session if the matter to be discussed may cause injury to a person. This is done by resolution. (Article 68, EA)

9. **Public Question Period** - A public question period is included on the agenda at the beginning and/or at the end of the meeting. The period will not exceed 10 minutes and is for questions to be addressed to the Chair of the Governing Board only. The Governing Board Chair may direct the question to another individual if

appropriate. Persons interested in making a presentation must make a request to the **school principal** at least one week prior to the meeting.

10. **Rules of Decorum** – Members of the GB and of the public must:
 - be recognized by the chair for the right to speak;
 - address the chair when speaking;
 - show respect for the points of view of others;
 - respect the right of others to speak;
 - refrain from speaking out of turn;
 - refrain from using profanity; and
 - maintain a respectful tone at all times.

11. **Modifications to the Internal Rules of Procedures** - Rules of procedures should be reviewed in October of each school year and any modifications deemed necessary could be proposed at that time. A proposal for modification of the rules of procedure must be made by prior notice on the agenda and sent with the convocation.

School
Logo

_____ School Governing Board



Members of (school name) Governing Board are hereby
convened to a REGULAR meeting on _____ at _____ p.m.
to be held at _____.

DRAFT AGENDA TEMPLATE FOR A REGULAR GOVERNING BOARD MEETING

1. Call to Order and Quorum
2. Additions to and Adoption of the Agenda
3. Questions from the Public – 10 minutes
4. Adoption of the Minutes of _____.
5. Business arising from the Minutes of _____.
6. Reports
 - 6.1 Chairman's report
 - 6.2 Principal's report
 - 6.3 Parents' Committee report
 - 6.4 Other reports (e.g.: daycare, PPO, teachers)
7. New Business
8. Correspondence
9. Questions from the Public – 10 minutes
10. Varia
11. Closing

Date sent _____.

Chair of the Governing Board

Principal of the School

Procès-verbal d'une séance ordinaire du Conseil
d'établissement de (nom de l'école) tenue au
_____ le _____.

Minutes of the proceedings of a regular session of the
Governing Board of (name of) School held at
_____ on _____.

Le/la président/présidente a confirmé qu'il y avait quorum
et a déclaré la séance ouverte à ___h__.

The Chair established that quorum was met and called
the meeting to order at _____ p.m.

MEMBRES PRÉSENTS / MEMBERS PRESENT

Ayant prévu leur absence/ Regrets –

Aussi présent

_____, direction de l'école
_____, direction-adjointe de l'école

Also present

_____, School Principal
_____, School Vice-Principal

ADOPTION DE L'ORDRE DU JOUR:

IL EST PROPOSÉ par _____, appuyé
par _____, que l'ordre du jour soit
adopté.

ADOPTION OF THE AGENDA:

IT IS MOVED by _____, and seconded
by _____, that the agenda be adopted.

QUESTIONS DU PUBLIC : (__h__)

•
(__h__)

PUBLIC QUESTIONS : (__ : __)

•
(__ : __)

**APPROBATION DU PROCÈS-VERBAL DE
LA SÉANCE DU _____ :**

IL EST PROPOSÉ par _____, appuyé par
_____, que le procès-verbal de la séance
du _____ soit adopté.

**ADOPTION OF THE MINUTES OF THE
MEETING HELD ON _____:**

IT IS MOVED by _____, and seconded by
_____, that the minutes of the meeting held
on _____ be adopted.

SUIVI DE LA SÉANCE PRÉCÉDENTE

Le président/la direction a fait le suivi sur :

•

BUSINESS ARISING FROM THE MINUTES

The Chair/School Principal followed up:

•

RAPPORTS

Rapport du président –

•

REPORTS

Chair's report –

•

Rapport(s) de la direction de l'école –

•

Principal's report –

•

Représentant au comité des parents -

•

Parents' Committee Representative -

•

Rapport du personnel enseignant -

Teachers' report -

•
Rapports des sous-comités (s'il y a lieu)

•
Sub-committee reports (if applicable)

NOUVELLES AFFAIRES / NEW BUSINESS

(Motions to be voted on)

Varia (s'il y a lieu)

Varia (if any)

Correspondance – Liste préparée.

Correspondence – List prepared.

LEVÉE DE LA SÉANCE :

CLOSING:

IL EST PROPOSÉ par _____, appuyé par _____, que la séance soit levée à __h__.

IT IS MOVED by _____, and seconded by _____, at _____, that the meeting be closed.

Président / Chair

Direction de l'école/ School Principal

CORRESPONDANCE - CORRESPONDENCE - (DATE)

Conseil d'établissement de l'école _____
_____ School Governing Board

Expéditeur / From	Destinataire / To	Objet / Subject

SUGGESTED CONTENTS – ANNUAL REPORT

Biographical presentation of the school or center

- Name, address, etc.
- Program(s) offered
- List of personnel
- Daycare (yes or no)
- Student life
- Refer to website address

Governing Board

- Brief description (e.g. membership, number of meetings held)
- Main decisions taken

Educational Project

- Development, implementation, revision
- Main characteristics
- Values
- Results for the current school year

School Success Plan

- Brief description of its scope
- Measures for implementation
- Level of satisfaction
- What were the measured results obtained:
 - improvement in learning skills
 - implementation of the reform

MESA Formative evaluation of your school

- Positive aspects
- Development goals in the current school year

Main activities of the year

- Field trips
- Exceptional student achievement
- Award (e.g. Governor General)
- In-school events

The school in its community

- Description, improvements, modifications, future goals
- Special achievement
- Partnerships

Both the Governing Board Chair and the School Principal must sign and date the Annual Report.

GOVERNING BOARD - SUGGESTED CALENDAR OF TOPICS

Name of School Goes Here

SEPTEMBER

Annual General Assembly

- Election of Governing Board parent representatives
- Election of a representative and an alternate to Parent Committee
- Decision as to whether or not to form a PPO; (if yes, appointment of members and mandate to be determined at the AGA)

First Meeting of New Governing Board

- Election of Chair, Vice-Chair, Secretary, Treasurer
- Adoption of Internal Rules of Operation
- Schedule of Meetings
- Calendar of Topics
- Designation of Authority to Principal re: Trips & Fundraising, if necessary
- **Advise Office of the Secretary General of the names of the Chair of the Governing Board, the Parent Representative and the alternate Parent Rep. Provide contact information including e-mail addresses.**

OCTOBER

1st Monday: Parent Committee Meeting at the Board Office

Training Session for Governing Board Members

Activity fee requests from school staff

NOVEMBER

Criteria for the Selection of the Principal

Revised School Budget

DECEMBER

Subject-Time allocation for the next school year.

JANUARY

Fundraising report: total raised and spent to date

FEBRUARY

MARCH

School's Educational Project

Staffing for next year

APRIL

School Success Plan

Anti-Bullying and Anti-Violence Plan analysis

MAY

Activity fee requests

Student Agenda for next year

Budget

JUNE

Fundraising report: total raised and spent to date

Activity fees: update of expenditures

Annual Report



**DECLARATION OF POTENTIAL CONFLICT OF INTEREST
FOR GOVERNING BOARD MEMBERS**

Conflict of interest-70. Every member of the Governing Board who has a direct or indirect interest in an enterprise that places the member's personal interest in conflict with the interest of the school must, on pain of forfeiture of office, disclose the interest in writing to the principal, abstain from voting on any matter concerning the enterprise and avoid influencing the decision relating to it. The member must, in addition, withdraw from a meeting while the matter is discussed or voted on.

Disclosure-A disclosure under the first paragraph must be made at the first meeting of the Governing Board

- 1) after a person having such an interest becomes a member of the Governing Board;*
- 2) after a member of the board acquires such an interest;*
- 3) during which the matter is dealt with.*

Name of GB member _____

School / Centre _____

Function: Parent_____ Teacher_____ Support_____ Daycare_____

Please complete **either** section 1 **or** 2.

1. I hereby declare that I have an interest in the following organization:

Name of enterprise: _____

Nature of the enterprise: _____

My personal implication or the implication of my relative or friend is:

Date

Signature of Governing Board Member

2. I hereby declare that I have no interest or influence in any enterprise that would place me in a potential conflict of interest with _____ School.

Date

Signature of Governing Board Member

N.B. If your situation should change during the year, you have the obligation to submit a new form to the school administrator.



Governing Board Membership and
Parents' Committee Representatives – **Appendix 2**

Name of School _____ School Administrator _____
--

Date of Annual General Assembly _____

Number of parents in attendance _____

Number of representatives elected to each group on the Governing Board:

Parents _____	Teachers _____	Support _____
Daycare _____	Professional _____	Students _____
	Community _____	

Chair of GB	Name: _____ Address: _____ Home Telephone: _____ Cellular: _____ Email address: _____
Parents' Committee Representative	Name: _____ Address: _____ Home Telephone: _____ Cellular: _____ Email address: _____
Alternate Parents' Committee Rep.	Name: _____ Address: _____ Home Telephone: _____ Cellular: _____ Email address: _____

Please complete and send by fax or email to the Secretary General by October 1st. Reminder - Annual General Assemblies must be held prior to September 30th.
