



Riverside School Board

Policy Name:	Policy on the Composition of Governing Boards
Policy Number:	BXXX-XXXXXXXX
Date Received at Governance and Ethics	February 7, 2023
Date Received at Council:	February 21, 2023
Consultation Period:	February 25, 2023 to April 10, 2023
Date Approved by Council:	XXX

Purpose

The purpose of this policy is to establish the composition of Governing Board membership. The policy recognizes and builds on the Quebec Education Act framework for Governing Board composition for the Youth Sector in Sections 42-55 and for Adult and Vocational Education in Sections 102-106.

For the Youth Sector the policy provides:

- Clarification of the number of seats for each group of members of the Governing Board;
- Flexibility in the number of parent seats on a Governing Board;
- An opt-out clause, if desired, for support staff and non-teaching staff;
- Flexibility in composition of the additional staff, over and above the minimum number of staff seats defined in the Quebec Education Act;
- A way to define the size of the student population of a school before the Annual General Assembly (which has to held before the September 30th deadline);
- Definition of the composition of the Governing Boards for St. Johns' School, REACH School, and Greenfield Park Primary International School.

For the Adult and Vocational Education sector the policy will provide:

- Clarification and definition of the number of seats for each group of members of the Governing Board;
- An opting-out clause, if desired, for support staff and non-teaching staff.

Youth Sector

Summary of the Quebec Education Act pertaining to the Composition of the Governing Board

Number of Seats

- Maximum 20 members, composed of the following groups:

Group 1: At least 4 parents or, if there is a daycare in the school, at least 5 parents.



Riverside School Board

Group 2: At least 4 members of the school staff including:

- a. At least 2 teachers
- b. If the non-teaching professional staff so decides, at least 1 non-teaching staff
- c. If the support staff so decides, at least 1 support staff

Group 3: For a secondary school, 2 secondary students (second cycle)

Group 4: If the school offers daycare, 1 daycare staff member

Group 5: 2 Community representatives (non-voting)

- The number of seats for parents (Group 1) must equal the number of seats for staff (Groups 2 and 4)
- At the Annual General Assembly (AGA) of parents in September, if the required number of parents is not elected, the Governing Board cannot be formed and the principal exercises the functions and powers of the Governing Board for that school year. If any other group (Groups 2 to 5) falls short of the required number, it does not prevent the formation of the Governing Board.
- The school board shall determine the number of parents and the number of staff of the Governing Board after consultation with each group.

Substitutes

- Parents and staff (Groups 1, 2, and 4) may elect substitute members to replace members who are unable to attend a Governing Board meeting. Parents must elect the substitute members at the Annual General Assembly. The number of substitute members in each group cannot be greater than the number of members in that group.

Vacancy

- A vacancy resulting from the departure of a parent member shall be filled by the appointment of another parent by the remaining parent members
- A vacancy resulting from the departure of any other member shall be filled, for the duration of the term, according to the mode of appointment prescribed for the member to be replaced.

The Principal

- The principal of the school shall take part in the meetings but is not allowed to vote

Size of Governing Board and Flexible Number of Seats

The number of parent seats is between 4 and 9, depending on the size of the student population, whether there is a daycare in the school, and on how many parents are elected at the Annual General Assembly.



Riverside School Board

The Governing Board must be composed of the minimum number of parents (4 without daycare, 5 with daycare). Where a greater number of parents is allowed by this Policy, the Governing Board may still be formed even if the maximum number of parents allowed is not reached, as long as the minimum number of parents (4 without daycare, 5 with daycare) are elected. The number of available seats for staff must equal the number of elected parents.

Student Population

The student population of the school is estimated by the Principal before the Annual General Assembly, so as to determine the maximum number of parent seats on the Governing Board. (See Tables 1-6)

Non-teaching Professional Staff and Support Staff

Non-teaching staff refers to members of Riverside Professional Association “RPA”.

Support staff refers to members of Syndicat des employés professionnels-les et de bureau (SEPB-Québec) Loca 576 et Union des employés de service (UES) Local 800.

Both non-teaching professional staff as well as support staff are entitled to at least one seat each on Governing Board. If either group decides not to elect a member, that seat becomes available to the rest of the staff in the school.

Additional Staff Seats

Depending on the number of parents elected to Governing Board, an equivalent number of staff seats will be made available on Governing Board. These additional staff seats will be offered to teachers, non-teaching staff and support staff along with the minimum number of seats stated above.

Table 1: Elementary Schools without Daycare

Student Population	Parents	Teachers	Non-teaching Professional Staff	Support Staff	Additional Staff Members	Community Representatives
1-300	4	2	1*	1*	0	2
301-500	4-6	2	1*	1*	0-2**	2
501+	4-8	2	1*	1*	0- 4**	2

*Non- teaching professional staff and Support staff may decide to not sit on Governing Board and the seat is given to other staff

** Additional Staff Members seats offered to staff depending on number of parents elected



Riverside School Board

Table 2: Elementary Schools with Daycare

Student Population	Parents	Teachers	Non-teaching Professional Staff	Support Staff	Daycare Staff	Additional Staff Members	Community Representatives
1-300	5	2	1*	1*	1	0	2
301-500	5-7	2	1*	1*	1	0-2**	2
501+	5-9	2	1*	1*	1	0-4**	2

*Non- teaching professional staff and Support staff may decide to not sit on Governing Board and the seat is given to other staff

** Additional Staff Members seats offered to staff depending on number of parents elected

Table 3: Greenfield Park International - Elementary School with Daycare, shared between Riverside School Board and Centre de Service Scolaire Marie Victorin*

Riverside Parents	Riverside Teachers	Riverside Daycare Staff	Marie Victorin Parents	Marie Victorin Teachers	Community Representatives
4	3	1	4	4	2

*By Special Resolution B244-2008-09-16

Table 4: Secondary Schools

Student Population	Parents	Teachers	Non-teaching Staff	Support Staff	Additional Staff Members	Students	Community Representatives
1-300	4	2	1*	1*	0	2	2
301-500	4-5	2	1*	1*	0-1**	2	2
501-700	4-6	2	1*	1*	0-2**	2	2
701-900	4-7	2	1*	1*	0-3**	2	2
900+	4-8	2	1*	1*	0-4**	2	2

*Non- teaching staff and Support staff may decide to not sit on Governing Board and the seat is given to other staff

** Additional Staff Members seats offered to staff depending on number of parents elected

Table 5: REACH School

Parents	Teachers	Non-teaching Professional Staff	Support Staff	Additional Staff Members	Community Representatives
4-6	2	1*	1*	0-2**	2

*Non- teaching staff and Support staff may decide to not sit on Governing Board and the seat is given to other staff

** Additional Staff Members seats offered to staff depending on number of parents elected



Riverside School Board

Table 6: St. Johns School - Elementary (with daycare) and Secondary

Parents	Teachers	Non-teaching Professional Staff	Support Staff	Daycare Staff	Additional Staff Members	Students	Community Representatives
5-7	2	1*	1*	1	0-2**	2	2

*Non-teaching staff and Support staff may decide to not sit on Governing Board and the seat is given to other staff

** Additional Staff Members seats offered to staff depending on number of parents elected

Adult and Vocational Education Sector

Summary of Quebec Education Act (QEA) pertaining to Governing Board Composition

Number of Seats

- Maximum 20 members, composed of the following groups :
 - Group 1: Students. (The QEA does not specify a number)
 - Group 2: At least 4 members of the school staff including :
 - d. At least 2 teachers
 - e. If the persons so decide, at least 1 non-teaching professional staff
 - f. If the persons so decide, at least 1 support staff
 - Group 3: 2 people from socio-economic and community groups, appointed by the school board
 - Group 4: 2 parents of students studying Vocational Education
 - Group 5: 2 business people in economic sectors corresponding to the Vocational Educational programs, appointed by the school board
- The number of seats for staff (Group 2) must not exceed the total number of seats for other groups
- The fact that the representatives of a group fall short of the required number does not prevent the formation of a Governing Board.
- The school board shall determine the number of representatives of each group, after consultation with each of the groups

Vacancy

- A vacancy resulting from the departure of a Governing Board member is filled, for the unexpired portion of the term, according to the mode of appointment prescribed for the member to be replaced.
- The Centre Directors shall take part in the meetings but are not allowed to vote

Number of Governing Boards

There will be a Governing Board for Access Cleghorn (which includes the Guimond and Darwin sites), one for Access Royal Oak (which includes the Brossard site) and one for Access de la Savanne.



Riverside School Board

The Centre Director

The Centre Director of each Centre (Cleghorn, Royal Oak, de la Savanne) shall take part in the meetings of their respective Centre but are not entitled to vote.

Students and Teachers

There are 2 seats for students and 2 seats for teachers.

Non-teaching professional Staff and Support Staff

Both the non-teaching staff and the Support staff have the right to a minimum of one seat on Governing Board. If either group decides not to elect a member to the Governing Board, that seat is available to the rest of the staff in the centre.

Non-teaching staff refers to members of Riverside Professional Association "RPA".

Support staff refers to members of Syndicat des employés professionnels-les et de bureau (SEPB-Québec) Loca 576 et Union des employés de service (UES) Local 800.

Table 7 : Adult and Vocational Education

Students	Teachers	Non-teaching Professional Staff	Support Staff	Socio-economic and Community Representatives	Parents of Vocational Education Students	Economic Sector Representatives
2	2	1*	1*	2	2	2

*Non- teaching staff and Support staff may decide to not sit on Governing Board and the seat is given to other staff

Note: The fact that the representatives of a group fall short of the required number does not prevent the formation of a Governing Board.