



GOVERNING BOARD MANUAL

A Resource for
Governing Board Members of the
English Montreal School Board

September 2024



THIS MANUAL WAS PREPARED BY THE
OFFICE OF THE SECRETARY GENERAL



Commission scolaire English-Montréal
English Montreal School Board

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TABLE OF CONTENTS

	PAGE
Introduction	i
Websites	i
Definitions	ii
SECTION 1	FUNCTIONS AND POWERS, COMPOSITION
What Is a Governing Board?	1.1
What Are the Functions and Powers?	1.1
Consultation by the School Board	1.2
Composition	1.5
Substitution	1.5
Change in Composition	1.5
Community Representatives, Term of Office, Vacancies	1.5-1.6
SECTION 1.1	DAYCARE SERVICES: THE MEES PROGRAM
Definition of School Daycare Services	1.1.1
Objectives of daycare services	1.1.1
General Organizational Structure	1.1.1
Daycare Services Hours	1.1.2
Staffing Daycare Services	1.1.2
Health & Safety Protocols	1.1.2
Registration & Attendance Cards for Children	1.1.3
Responsibilities of MEES/School Board/Governing Board/ Daycare Parents' Committee/School Principal/ School Daycare	1.1.4
Excerpts from the Quebec Education Act	1.1.5
SECTION 2	EDUCATION ACT EXCERPTS PERTAINING TO GOVERNING BOARDS
SECTION 3	ESTABLISHING THE GOVERNING BOARD- THE GENERAL ASSEMBLY
Election of the Parent Representatives	3.1
Election Meeting Guidelines	
1. Notice for the Meeting	3.1
2. Calling the Meeting to Order	3.2
3. The Election	3.2
4. Election of the Delegate to the Parents Committee	3.3
5. Establishment of a Parent Participation Organization	3.3
Election of Other Representatives	3.3
Community Representatives	3.3
Appendix A - E	3.4-3.6
SECTION 4	ROLES AND RESPONSIBILITIES
Responsibilities of the School Board/Principal/Members	4.1-4.5
Conflict of Interest	4.5
Code of Conduct	4.5
Roles of: Chairperson, Secretary, Treasurer and Parent Delegate	4.6-4.7
Appendix A- Main Topics and Guidelines	4.8
Appendix B- Sample of Report of Expenditures	4.9

SECTION 5	OPERATION	
	The First Meeting of the Year/Internal rules	5.1
	Suggested Agenda for the First Meeting	5.2
	What Is a Good Meeting?	5.2
	Preparation of the Agenda	5.2
	Notice of the Meeting	5.2
	General Rules of Operation	5.3
	Public and Closed Meetings	5.3
	Prosecution	5.4
	The Minutes	5.4
	Samples of Agenda-Minutes	5.5
	Samples of Internal Rules	5.8
SECTION 6	THE SCHOOL'S ANNUAL BUDGET	
	Overview of the Budgetary Process	6.1
	Development of School Budgets	6.1
	Board Based Funds and Donations	6.2
	School Funds	6.2
	Special Funds	6.3
	Appendix A- Reporting to the Governing Board on the Budget	6.4
	Appendix B- Sample Budget Forms	6.5
	Appendix C- Sample Form for the Return of the Adopted Budget	6.6
SECTION 7	ANNUAL ACTIVITY REPORT	
	What is an Annual Activity Report?	7.1
	Informing the Community	7.1
	Contents and Completion of the Annual Activity Report	7.1-7.2
	Annual Report Form	7.2

INTRODUCTION

Governing boards bring together parents, school staff, senior high school students and community members who work in partnership towards a primary goal of making decisions that benefit our students.

In October 1998, the EMSB provided its schools with a Manual to assist the governing boards in the exercise of their functions.

The present edition of the Manual contains the information included in the previous editions, revised as required in accordance with the new provisions of the Education Act.

The Governing Board Manual is intended for administrators and all governing board members. We hope that you will find it to be a useful guide as we begin the new school year

WEB SITES

1. Ministère de l'Éducation et de l'Enseignement supérieur
<http://www.education.gouv.qc.ca/en/ministere-de-leducation-et-de-lenseignement-superieur/>
2. MEES Governing Boards Site
<http://www.education.gouv.qc.ca/en/parents-and-guardians/governing-boards/>
3. English Montreal School Board
<http://www.emsb.qc.ca>
4. Quebec Education Act
<http://legisquebec.gouv.qc.ca/en/ShowDoc/cs/l-13.3>
5. EPCA – English Parents' Committee Association - English Services
<http://www.epcaquebec.org/>
6. Learn Quebec
www.learnquebec.ca
7. Quebec English School Boards Association
www.gesba.qc.ca
8. Quebec Federation of Home & School Associations
<http://www.qfhsa.org/>
9. FCPQ – Quebec Federation of Parents – French Services
<http://www.fcpq.qc.ca/en/>

DEFINITIONS

Parent	All parents with a child attending the school.
Parent Representative	Parents who are elected or appointed to the GB of the school.
Parents' Committee Representative	Person elected by the "parents" assembled at the AGA from among the "parent representatives" elected or appointed to the GB.
Parents' Committee Substitute	As above – replaces the PC representative and votes at meetings of the Parents' Committee when the PC representative is unable to attend.
Propose	Submit an idea with a view to participating in its consideration <i>E.g. Section 84 - The principal proposes the approach for the implementation of the basic school regulation, which he has developed with the school staff, to the governing board (section 89).</i>
Adopt	Develop a proposal and modify it, or to modify, add to or remove from a proposal submitted by the principal <i>E.g. Section 74 - The governing board adopts the school's educational project; when the governing board adopts, it can also change, add and/or remove elements of a proposal.</i>
Approve	Accept or reject a proposal without the possibility of making changes (the power to say <i>yes</i> or <i>no</i>) <i>E.g. Sections 86 and 89 – The teachers participate together with the principal in the development of a proposal to determine the time allotted for each school subject. The governing board approves or rejects the proposal. If rejected, a new proposal must be requested.</i>
Give one's opinion	Express one's ideas on a certain topic <i>E.g. Section 192-2° - The parents' committee gives its opinion on any matter conducive to the most efficient operation possible of the school board.</i>
Be consulted	Provide an opinion on a matter with the possibility of influencing the final decision <i>E.g. Section 79 - The governing board must be consulted on the revocation or amendment to the school's deed of establishment.</i>
Participate	Become involved in a conversation, activity or work group. Several people are involved <i>E.g. Section 89 – The proposals are developed with the participation of the school members.</i>
Casting vote	The chair has a casting, or <u>UdecidingU</u> vote when the vote is evenly divided. The chair is free to vote for or against the motion regardless of the way he or she voted previously.
Table	Continue at a later date. An item on the agenda can be postponed for different reasons and addressed at another time.

SECTION 1

FUNCTIONS, POWERS AND COMPOSITION

CONTENTS

- Functions and Powers
- Consultation by the School Board
- Composition
- Community Representatives
- Term of Office
- Vacancies

WHAT IS A GOVERNING BOARD?

A governing board is a body established in each school according to the Education Act. It is composed of the principal, parents, teachers, representatives of both the non-teaching professionals and support staff, day care (elementary), students (cycle II high school), and community representatives who work in partnership to ensure that all students receive the best possible learning opportunities.

WHAT ARE THE POWERS & FUNCTIONS OF THE GOVERNING BOARD?

The powers and functions of the governing board are related to four areas: general, educational services, community services and physical and financial resources. The following outlines the responsibilities in each area and identifies the related sections in the Education Act. See Section 2 of this manual for the text of the law.

GENERAL FUNCTIONS AND POWERS

- analyses the school's situation and, taking into account the commitment-to-success plan of the school board, adopts the educational project and oversees its implementation and evaluate the project at the intervals specified in it (s. 74)
- approves the rules of conduct and safety measures (s. 75 and 76)
- approve the anti-bullying and anti-violence plan (s. 75.1)
- establishes the principles for determining the cost of documents in which students write, draw or cut out and approves a list of materials such as pencils, paper, etc. (s. 77.1)
- advises the school board on certain matters (s. 78 and 79)
- may pool goods and services or activities with other schools (s. 80)
- prepares and adopts an annual activity report and transmits a copy to the school board (s. 82)
- informs the community of the services provided by the school (s. 83)

EDUCATIONAL SERVICES

- approves the approach for implementing the basic school regulation (s. 84)
- approves the approach for enriching and adapting Ministry programs and the development of local programs (s. 85)
- approves the time allocation for each subject and ensures that the compulsory objectives of the programs of studies will be achieved and that the rules governed by the certification of studies are complied with (s. 86)
- approves the schedule of educational activities which changes the students' regular schedule (s. 87)
- approves the approach to implementing student and special education services (s. 88)

- is consulted on the textbooks and instructional materials required for teaching programs (s. 96.15.3)

(See table on page 1.3)

COMMUNITY SERVICES

- may organize educational services (outside teaching periods), social, cultural or sports activities (s. 90)
- may, in the name of the school board, contract with persons or organizations for goods and services (s. 91)
- may require a financial contribution from users of these goods and services (s. 91)

PHYSICAL AND FINANCIAL RESOURCES

- approves the use of school premises and enters into agreements regarding their use (s. 93)
- may, in the name of the school board, solicit and receive voluntary contributions from persons or organizations to support school activities (s. 94)
- adopts the school's annual budget and submits it to the school board for approval (s. 95). See Section 6 for a description of the school's annual budget.
- is consulted by the principal regarding the school's needs for goods, services and repair/improvement of the premises (s. 96.22)

CONSULTATION BY THE SCHOOL BOARD (*Education Act, Sections 78-79*)

In addition to the functions and powers outlined on the previous pages, the school board must consult the governing board on two items (section 79), namely:

- the amendment or revocation of the deed of establishment of the school, i.e., school closure, change of program, change of building, etc.
(The deed of establishment, prepared by the School Board, includes the name and address of the school and the level(s) of instruction.)
- the selection criteria for the appointment of the principal
(The governing board members are not involved in the appointment but must have the opportunity to submit a description of the characteristics, qualities and experience that they judge to be essential in an administrator for their school.)

The governing board also advises the school board on certain matters, namely:

- any matter the school board is required to submit to it
- any matter that may facilitate the operation of the school
- any matter that may improve the organization of services provided by the board

ANTI-BULLYING AND ANTI-VIOLENCE PLAN

WHAT IS THE ROLE OF THE GOVERNING BOARD?

The responsibilities of the governing board are clearly identified in the education act under section 75.1 to section 75.3. (see section 2)

The core responsibility for the governing board is to;

- ensure that the action plan of the school is clear and legible
- if necessary the action plan be revised annually
- the progress of the action plan be evaluated
- the action plan results along with the action be shared with the community.

The governing board must also approve the action plan.

SCHOOL GOVERNING BOARD FUNCTIONS AND POWERS

	GOVERNING BOARD	PRINCIPAL	STAFF MEMBERS	SCHOOL BOARD
GENERAL TERMS				
Educational project	Adopts, oversees the implementation of and evaluates (s. 74) Informs the community (s. 83)	Coordinates the development, implementation and periodical evaluation (s. 96.13)	Participate (s. 74)	Facilitates its accomplishment (s. 218)
Anti-bullying and anti-violence plan	Approves, and evaluates (s. 75)	Coordinates the development, implementation (s. 96.13)	Participate (s. 74)	Facilitates its accomplishment (s. 218)
Rules of conduct and safety measures	Approves (s. 76)	Ensures that they are prepared (s. 96.13) Proposes (ss. 75 and 76)	Participate (s. 77)	
Governing board annual report	Prepares, adopts and transmits a copy to the school board (s. 82)			Prepares a report on the educational and cultural activities of its schools (s. 220)
Services provided by the school	Informs the community and reports on their level of quality (s. 83)			
Amendment or revocation of the deed of establishment	Is consulted (s. 79)			Consults & decides (ss. 40 & 217)
Selection criteria for the appointment of the principal	Is consulted (s. 79)			Consults & decides (ss. 79 & 96.8)
Matters pertaining to the proper operation of the school or to the improved organization of the service provided by the school board	Advises the school board (s. 78)			
Principles for determining the cost of the documents	Establishes (s. 77.1)	Ensures that they are prepared (s. 96.13) Proposes (s. 77.1)		
List of objects required by students	Approves (s. 77.1)	Ensures that they are prepared (s. 96.13)		
Governing board parents may consult parents of children in the school on any matter relating to Educational Services	May consult (s. 89.1)			
EDUCATIONAL SERVICES				
Approach proposed for the implementation of the basic school regulation	Approves (s. 84)	Ensures that proposals are prepared (s. 96.13) Proposes (s. 84)	Participate (s. 89)	Ensures that the basic school regulation is implemented (s. 222)
Overall approach in terms of enrichment and adaptation of programs	Approves (s. 85)	Ensures proposals are prepared (s. 96.13) Proposes (s. 85)	Participate (s. 89)	Ensures that the programs are implemented (s. 222.1)
Time allocation for each subject	Approves (s. 86)	Ensures proposals are prepared (s. 96.13) Proposes (s. 85)	Participate (s. 89)	
Local programs of study	Is informed	Approves (s. 96.15)	Propose (s. 96.15)	
Criteria for the introduction of new instructional material	Is informed	Approves (s. 96.15)	Propose (s. 96.15)	
Instructional material	Is consulted	Consults the governing board and approves (s. 96.15)	Propose (s. 96.15)	Ensures that only the approved textbooks and instructional materials are used by the school (s. 230)
Standards and procedures for evaluation	Is informed	Approves (s. 96.15)	Propose (s. 96.15)	Ensures that each school evaluates student achievement and administers the examinations imposed by the Minister (s. 231) May impose internal exams (s. 231)
Rules governing the placement of students and their promotion from elementary to secondary and from cycle 1 to cycle 2 of secondary	Is informed	Approves (s. 96.15)	Propose (s. 96.15)	Establishes rules governing promotion from elementary school to secondary school and from the 1st cycle to the 2nd cycle of the secondary level (s. 233)

SCHOOL GOVERNING BOARD FUNCTIONS AND POWERS

	GOVERNING BOARD	PRINCIPAL	STAFF MEMBERS	SCHOOL BOARD
EDUCATIONAL SERVICES (cont'd)				
Programming of educational activities which entail changes in the students' regular time of arrival and departure or which require the students to leave school premises	Approves (s. 87)	Ensures that proposals are prepared (s. 96.13) Proposes (s. 87)	Participate (s. 89)	
Implementation of the student services and special educational services programs	Approves (s. 88)	Ensures that proposals are prepared (s. 96.13) Proposes (s. 88)	Participate (s. 89)	Establishes the programs (s. 224)
Student enrollment criteria	Is informed (s. 239)			Sends to governing board 15 days before the beginning of the enrollment period (s. 239)
MATERIAL AND FINANCIAL RESOURCES				
Use of the premises	Approves (s. 93)	Proposes (s. 93)		Authorizes if terms of agreement exceeds one year (s. 93)
Gifts and contributions	May solicit and receive a gift or contribution and supervises the management of this fund (s. 94)			Creates a designated fund, keeps separate books and accounts (s. 94)
School's annual budget	Adopts (s. 95)	Prepares (s. 96.24)		Allocates resources among the school (s. 275) Approves the school's budget (s. 276)
Requirements of the school as regards goods and services, and premises	Is consulted (s. 96.22)	Consults with the governing board and informs the school board of the requirements (s.		
Establish objectives and principals governing revenue distribution	Is consulted (s. 275)			
OTHERS				
Extracurricular service	May organize (s. 90) May conclude a contract after having sent a draft of the contract to the school board (s. 91)			May indicate its disagreement (s. 91)
Noon hour supervision	Agrees with the school board on the manner in which supervision is ensured (s. 292)			Ensures noon hour supervision after having agreed upon the manner with the governing board and on such financial conditions as it may determine (s. 292)
School childcare services	May request (s. 256)			Must provide childcare (s. 256)
Establish procedures for examining complaints and before appointing a student ombudsman	Is consulted (s. 220.2)			

THE COMPOSITION OF THE GOVERNING BOARD

Establishment of Governing Boards in 1998 (Education Act, Sections 42-46)

The governing board is composed as follows:

- Parents: at least 4 who are not members of the school staff
- School staff: at least 4, including at least 2 teachers, at least 1 non-teaching professional and at least 1 support staff member, elected by their peers
- Day Care: 1 member of the day care staff
- Students: 2, cycle II secondary *Students have had the right to vote since December 18, 2001 (Bill 35)*
- 2 community representatives who are not members of the school staff appointed by the governing board (No vote)
- The maximum number is 20. The total number of seats available for staff representatives (teachers, school staff and day care staff) must be equal to the number of seats for parents. The school board determines the number of parent and staff representatives after consulting each group.
- When there are fewer than 60 students enrolled in a school, the school board may vary the composition after consultation with the parents and school staff. The rule of equality in the number of seats for parents and staff must still be respected.
- A commissioner cannot be a member, however, when carrying out a mandate entrusted by the council of commissioners on the proposal by the chair, a commissioner may take part in the meeting. (No vote) (S. 45 and 176.1)
- The principal takes part in the meetings. (No vote)

SUBSTITUTION

Any member who is unable to take part in a governing board meeting may be replaced by a substitute member (Section 51.1).

Section 51.1. Any meeting called in accordance with sections 47 to 50 may elect substitute members to the governing board to replace the members who are unable to take part in a governing board meeting. Likewise, substitute members may be appointed or elected during the process carried out in accordance with section 51. The number of substitute members cannot be greater than the number of governing board members

CHANGE IN COMPOSITION

After consultations were completed by the School Board in 1998-1999, the Council of Commissioners passed a resolution approving the compositions of the governing boards for all schools. Those numbers remain in effect until a formal request from the Governing Board is made to the School Board with an explanation. (Resolution #99-06-23-7)

Included with the request, a letter signed by the Governing Board Chair and the school principal with an extract from the minutes of the resolution, letters from all groups involved (teachers, support staff and daycare) agreeing or disagreeing to the changes. All documentation can be forwarded to the Consultant, Secretary General.

This request can be made during the school year to the Secretary General (according to By-Law No 10-Delegation of Powers). A signed letter from the Secretary General approving the new composition will be forwarded to the Governing Board Chair so that the new composition may be implemented in September.

An example of a request can be found in appendix A (page 1.7)

THE COMMUNITY REPRESENTATIVES

At its first meeting, the governing board must consider the appointment of two community representatives. "Community" is defined as pertaining to the school and the school's interests. Having community representatives on a governing board allows for a closer connection to and a sense of affiliation with organizations that are linked to the school.

A community representative could be from any local organization that has common interests or objectives, e.g., the CLSC, a local library, the municipality, etc.

TERM OF OFFICE

Parents: two years except for the first year a governing board is established when half the parents elected serve one year.

Other members: one year

The members of the governing board remain in office until they are re-elected, re-appointed or replaced.

Vacancies (s. 55)

If a parent representative leaves the governing board before completing his or her mandate, the other parent representatives on the governing board appoint a parent to fill the vacancy and complete the mandate.

It is recommended that the departing parent representative notify the governing board chair in writing.

A parent representative whose child no longer attends the school may remain a member of the governing board until the next general assembly held before September 30 of the new school year.

A vacancy of any other member of the governing board is filled for the rest of the term according to the procedure for the appointment of the member.

What is the proper procedure for filling a parents' representative's vacancy?

When a vacancy arises from the departure or disqualification of a parents' representative during the year or at the end of the first year of a two-year mandate, the governing board parents' representatives fill the vacancy by designating a replacement parent from its school community to complete the term according to Article 55 of the Education Act. Article 55, does not foresee that an election is to be held for the unexpired portion of the term, whenever it occurs. The Education Act is specific and the law must be respected.

Date:
TO: Communications Consultant
Subject: Change in Composition

School currently has the following Governing Board voting Composition:

- 7 Parents
- 4 Teachers
- 2 Other staff
- 1 Daycare
- 2 Community

There has been much difficulty in the last few years attracting interested parents to participate on the Governing Board and in obtaining quorum at several meetings. We view the functioning of an active Governing Board as an important feature of our school's environment and would not like to have the requirement for 7 parents prevent us from establishing the Governing Board in the future or cause quorum problems. With this in mind, the 2006-2007 Governing Board has been discussing the possibility of reducing the number of parents required from 7 to 5 in the hope that this number will make attaining sufficient Governing Board numbers easier. All members participating on this year's Governing Board were in agreement that this course of action made sense.

A resolution was proposed and voted on at the November 21, 2006 meeting of the Governing Board and it was agreed that the number for the Governing Board should be changed to:

- 5 Parents
- 3 Teachers
- 1 Other staff
- 1 Daycare
- 2 Community

Attached to this letter is an excerpt from the November 21, 2006 minutes which includes this resolution.

Please proceed with putting this into effect for September 2007

Sincerely,

Chairperson
Governing Board

~~Principal~~

4. Business arising from the Minutes

4.6 Governing Board - Restructure

Due to the difficulty we had this year in organizing a GB as well as the declining population at our school, proposed reducing the number of GB representatives, effective with the 2007-2008. Note that a GB cannot have less than 10 members.

After much discussion, the GB structure will reduce from 16 to 12 members, effective with the 2007-2008, as follows;

5 parents
3 teachers
1 other
1 Day Care
2 community

Motion to adopt the restructure of the GB from 16 to 12 members, effective September 2007.

Moved by _____ seconded by _____ and approved unanimously.

CERTIFIED that the foregoing is a true and correct extract from the Minutes of a meeting of the GOVERNING BOARD held on November 21, 2006.

Chairperson
2007-02-20

Secretary

Communications Consultant
Office of the Deputy Director General
English Montreal School Board
6000 Avenue Fielding
Montreal, QC H3X 1T4

Dear

- 1) Teaching Staff has been consulted and are in agreement, regarding reducing reps from 4 to 3
- 2) All "other" staff has been consulted and are in agreement regarding reducing reps from 2 to 1
- 3) We have never been able to fill the seat reserved for the professional staff for the last 2 years.

Sincerely,

Principal

SECTION 1.1

Youth Sector – PRESCHOOL & ELEMENTARY LEVEL

DAYCARE SERVICES THE MEES PROGRAM

Fees for Regular Users \$8.95/ day

DEFINITION: A regular student is one who is registered and attending Daycare for a minimum of one to five days a week and a minimum of two periods a day. This applies to students who attend on a weekly basis and follow a fixed schedule.

CONTENTS

- Definition of School Daycare Services
- Objectives of Daycare Services
- General Organizational Structure
- Access to Services
- Staffing Daycare Services
- Health & Safety Protocols
- Registration Forms & Attendance Sheets for Children
- Responsibilities of the MEES, the School Board, the Governing Board and the Daycare Parents' Committee, the School Principal, School Daycare
- Excerpts from the Quebec Education Act

DEFINITION OF SCHOOL DAYCARE SERVICES

The regulation respecting Daycare Services defines Daycare Services as:

Daycare Services provided at school shall ensure care to children at the preschool and elementary level of a school board, outside the periods where educational services are provided to them.

O.C. 1316-98, s. 1.

School Daycare Services complement the education services provided by the school and to ensure its continuity in its education mission, planning for Daycare Services is an integral part of the school's educational project.

OBJECTIVES OF DAYCARE SERVICES

The following are objectives pursued by any Daycare Services provided at any school:

- Is to look after the children's well-being and pursue, within the scope of the school's educational project, the global development of children through activities taking into account their interests and needs, complementing the school's educational services;
- Is to provide support to children's families, particularly by offering to those who wish, an adequate place and, where possible, the necessary support to allow them to do their homework after class;
- Is to provide health and safety to children in keeping with the rules of conduct and safety measures approved by the governing board of the school in accordance with sect 76 of the Education Act. (chapter 1-13.3)
O.C.1316-98, s. 2.

GENERAL ORGANIZATIONAL STRUCTURE

Daycare Services shall be offered every day of the school year devoted to educational services, outside the periods devoted to those services, in the manner, such as the schedule, agreed with the school board and the governing board in accordance with section 256 of the Education Act (chapter I-13.3).

Daycare Services

- Are held outside teaching hours, as follows:
 - Period 1: Morning or before school (if applicable)
 - Period 2: Lunch Time
 - Period 3: After school

The school board and the governing board may agree to offer services outside the days of the school year devoted to educational services, during pedagogical days and during spring break, provided that the services remain self-financing.

O.C. 1316-98, s.3.

A Daycare Handbook is made available to parents who have a child registered in Daycare. It establishes the rules of operation of the service are, particularly those related to the days and hours the service is open and the costs and terms of payment.

O.C. 1316-98, s. 4.

STAFFING DAYCARE SERVICES

Daycare Technician

Hold a diploma of College Studies in Early Childhood Education or a diploma or an attestation of studies recognized as equivalent by the competent authority.

Daycare Educator

Hold a Secondary V Diploma and hold the Certificate of professional studies in childcare or hold a diploma equivalent recognized by the competent authority and have one (1) year of relevant experience.

Other requirements:

Daycare technicians and educators must hold a certification, dating back not more than 3 years, attesting that he/she has successfully completed:

- a general **first aid course lasting at least 8 hours**; or
- a **refresher course lasting at least 6 hours**.

O.C. 1316-98, S.5.

Professional development workshops are provided to technicians and educators annually.

HEALTH & SAFETY PROTOCOLS

The number of children per staff member in a Daycare Service provided at school shall not exceed 20 children present. O.C. 1316-98, s.6.

If only one daycare staff member is present in a Daycare Service, the principal shall ensure that someone is available to replace that member if they are obliged to leave due to an emergency. O.C. 1316-98, s.7

If an illness or a serious accident occurs, a daycare staff member shall immediately call for medical assistance by contacting a physician or by going to the nearest medical emergency service.

As soon as possible, the person shall notify the parent of the child or any other person the parent has designated on the registration form. O.C. 1316-98, s. 8

The childcare provider shall lock medication, toxic and household cleaning products and any other products deemed hazardous in a storage area intended specifically for that purpose, out of reach of children and away from food. O.C. 1316-98, s. 9

The childcare provider shall post near the telephone a list of the following telephone numbers:

- a physician
- the nearest hospital
- the local community service centre (CLSC) in the territory
- the Centre anti-poison du Québec
- the ambulance service; and
- the Info-Santé service

The following telephone numbers must also be kept near the telephone:

- a list of the telephone numbers of the regular staff members and their replacements, if any; and
- a list of the telephone numbers of the parent of each child and those, according to the registration forms, of other persons to contact in case of emergency.

O.C. 1316-98, s. 10

During outings outside the premises of the Daycare Service, the principal shall take measures to ensure the safety of children, in compliance with the rules of conduct and safety measures approved by the governing board, in accordance with section 76 of the Education Act (chapter I-13.3). O.C. 1316-98, s.11

The principal shall ensure that the premises, equipment, furnishings, and playthings used by the Daycare service are in good condition. O.C. 1316-98, s.12

The principal shall ensure that daycare staff members have a first-aid kit that is kept out of reach of children. O.C. 1316-98, s.13

Daycare staff shall ensure that each child leaves the center with their parent, or any other person authorized to pick up the child, unless the parent has agreed, in writing, to allow the child to return home by themselves. O.C. 1316-98, s.14

REGISTRATION FORMS & ATTENDANCE SHEETS FOR CHILDREN

The principal shall ensure that a registration form of each child attending Daycare Services is always kept and put at the disposal of Daycare staff members.

A childcare provider shall keep and update daily an attendance list for each child that they receive.

A childcare provider shall give written or verbal communication of those lists, or facilitate the access thereof, to a parent who requests it. O.C. 1316-98, s.15

The registration form shall contain the following information:

- (1) the name, address and telephone number of the child
- (2) the name, address, and telephone number of the parent, and that of a person authorized to pick up the child and those of another person to contact in case of emergency
- (3) the name of the child's teacher and his grade
- (4) the date of admission of the child and the periods of attendance planned per week; and
- (5) data respecting the health and feeding of the child that may require special care and, where applicable, the name, address, and telephone number of the physician and of the establishment where the child generally receives care.

O.C. 1316-98, s.16

The attendance sheet of each child shall contain the following information:

- (1) the name of each child

- (2) the child's periods of attendance planned per week; and
- (3) the child's dates and hours of attendance.

O.C. 1316-98, s.17

Ministry of Education

- Analyzing proposals from schools for the establishment or renewal of Daycare Services and determining allowances to which they are entitled.
- Ensuring that school boards have the information they need to organize a daycare and disseminate all relevant information in the region.
- must ensure that Daycare Services are made available in compliance with the Education Act and the Regulation respecting Daycare Services provided at school, and they conform to the budgetary rules in force.

School Board

- Acting through the Daycare Services Manager, monitors the organization and maintenance of school daycare services.
- Offers support to principals with respect to the quality and enhancement of daycare services and follows up on requests from governing boards and daycare parent's committees.
- Hire personnel as required to ensure compliance with the maximum ratio of one adult for every 20 children.

Governing Board

- Requesting that the school board provide students at the school with daycare services.
- Ensure that there is sufficient space provided for the number of children.
- Setting up, if deemed appropriate a Parent's Committee.
- Responding to parents' requests.
- Approving the rules of conduct and the safety measures proposed by the school principal.
- Advising the school board concerning any matter likely to improve the organization of the services it provides.
- Informing the community of the services provided by the school.

The governing board may form a Daycare Parents' Committee made up of the Daycare provider and of 3 to 5 parents elected by and among the parents of children attending Daycare.

The committee may make any representation or recommendation to the principal, governing board, or school board on all aspects of the life of children in daycare, in particular the governing board's obligation to inform the community served by the school of the services it offers and to give an account of their quality.

The School Principal

- Principals have the primary responsibility of the daycare services offered at their schools.
- Principals must ensure the quality of services provided, see to it that activities are carried out according to plan, coordinate, overall, the daycare's human, material and financial resources, and see that staff are integrated into school life.
- Additional responsibilities are set out in the Regulation respecting Daycare Services provided at school (i.e., safety, first-aid training, and attendance sheets.)

School Daycare

- to ensure the well-being and safety of the children in their care.
- to take part in the planning and preparation of activities, projects, and educational and recreational outings.
- to ensure that the daycare day runs smoothly and efficiently (reception, roll call, activities, meals, schoolwork, etc.).
- to ensure that materials and facilities are clean and well-maintained.
- to provide educational intervention.
- to lead activities.
- to communicate with parents.
- to take part in daycare meetings.
- to take part in the individualized education plans of students with handicaps or behavioral difficulties.

For further information on Daycare services please contact the department of School Organization – at: 514-483-7200 ext. 7618 or 7541

EXCERPTS FROM THE QUEBEC EDUCATION ACT

DIVISION II GOVERNING BOARD § 1. — *Composition*

42. A governing board shall be established for each school.

The governing board, which shall have not more than 20 members, shall include the following persons:

(4) in the case of a school where Daycare is organized for children at the preschool and elementary school level, a member of the staff assigned to Daycare, elected by his or her peers;

1988, c. 84, s. 42; 1990, c. 8, s. 6; 1990, c. 78, s. 54; 1997, c. 96, s. 13; 2001, c. 46, s. 1.

76. The governing board is responsible for approving the rules of conduct and the safety measures proposed by the principal.

The rules and measures may include disciplinary sanctions other than expulsion from school or corporal punishment; the rules and measures shall be transmitted to all students at the school and their parents.

78. The governing board shall advise the school board concerning

(3) any matter likely to improve the organization of the services provided by the school board.

1988, c. 84, s. 78; 1990, c. 78, s. 33; 1997, c. 96, s. 13.

83. Each year, the governing board shall inform the parents and the community served by the school of the services provided by the school and report on the level of quality of such services.

93. The governing board is responsible for approving the use of the premises or immovables placed at the disposal of the school, proposed by the principal, subject to the obligations imposed by law for the use of the school premises for election purposes and to agreements for the use of school premises entered into by the school board before the issue of the deed of establishment of the school.

Any agreement entered into by the governing board for the use of the premises or immovables placed at the disposal of the school requires prior authorization from the school board if the term of the agreement exceeds one year.

The governing board is responsible for approving the organization by the school board, on the school premises, of cultural, social, sports, scientific or community services.

1988, c. 84, s. 93; 1990, c. 78, s. 54; 1997, c. 96, s. 13.

95. The governing board is responsible for adopting the school's annual budget proposed by the principal, and shall submit the budget to the school board for approval.

1988, c. 84, s. 95; 1997, c. 47, s. 1; 1997, c. 96, s. 13

CHAPTER V SCHOOL BOARDS

DIVISION I FUNCTIONS AND POWERS OF THE SCHOOL BOARD

256. At the request of the governing board of a school, a school board must provide Daycare for preschool and elementary school students, in the manner agreed with the governing board, on the school premises or, if the school does not have suitable premises, on other premises.

1988, c. 84, s. 256; 1989, c. 59, s. 28; 1996, c. 16, s. 66; 1997, c. 58, s. 49; 1997, c. 96, s. 91.

CHAPTER VII THE GOVERNMENT AND THE MINISTER OF EDUCATION, RECREATION AND SPORTS

DIVISION I REGULATIONS

454.1. The Government may by regulation, prescribe standards for the provision of Daycare at school.

The regulation may also deal with the nature and objectives of and the general organizational framework for Daycare provided at school.

1997, c. 58, s. 51; 1997, c. 96, s. 132.

Section 2

THE EDUCATION ACT

CONTENTS

- Updated to June 1, 2019
<http://legisquebec.gouv.qc.ca/en/ShowDoc/cs/l-13.3>

GOVERNING BOARDS

CHAPTER III SCHOOLS

1997, c. 96, s. 13. DIVISION I ESTABLISHMENT

1997, c. 96, s. 13.

36. A school is an educational institution whose object is to provide to the persons entitled thereto under section 1 the educational services provided for by this Act and prescribed by the basic school regulation established by the Government under section 447 and to contribute to the social and cultural development of the community. A school shall, in particular, facilitate the spiritual development of students so as to promote self-fulfilment.

In keeping with the principle of equality of opportunity, the mission of a school is to impart knowledge to students, foster their social development and give them qualifications, while enabling them to undertake and achieve success in a course of study. A school shall pursue its mission within the framework of an educational project.

1988, c. 84, s. 36; 1990, c. 78, s. 54; 1997, c. 96, s. 13; 2000, c. 24, s. 19; 2002, c. 63, s. 2; 2016, c. 26, s. 1.

36.1. (Replaced).

2002, c. 63, s. 3; 2016, c. 26, s. 2.

37. The school's educational project, which may be updated if necessary, shall contain

- (1) the context in which the school acts and the main challenges it faces, particularly with respect to academic success;
- (2) the specific policies of the school and the objectives selected for improving student success;
- (3) the targets for the period covered by the educational project;
- (4) the indicators to be used to measure achievement of those objectives and targets; and
- (5) the intervals at which the educational project is to be evaluated, determined in collaboration with the school board.

The policies and objectives required under subparagraph 2 of the first paragraph shall be designed to ensure that the Québec education policy framework defined by law, by the basic school regulation and by the programs of studies established by the Minister is implemented, adapted and enriched. They must also be consistent with the school board's commitment-to-success plan. The educational project must respect students', parents' and school staff's freedom of conscience and of religion.

1988, c. 84, s. 37; 1997, c. 96, s. 13; 2000, c. 24, s. 20; 2002, c. 63, s. 4; 2016, c. 26, s. 2.

37.1. The period covered by the educational project must be harmonized with the period covered by the school board's commitment-to-success plan in accordance with any terms prescribed under the first paragraph of section 459.3.

2002, c. 63, s. 5; 2008, c. 29, s. 1; 2016, c. 26, s. 2.

37.2. At the request of the school board and after consultation with the school's governing board, the school shall provide preschool educational services to students enrolled in accordance with section 224.1.

2013, c. 14, s. 1.

38. At the request of the school board, a school shall provide a general education program to students enrolled in a vocational training program provided by a vocational training centre or by an enterprise that meets the conditions determined by the Minister in a regulation under paragraph 7 of section 111 of the Act respecting private education (chapter E-9.1).

1988, c. 84, s. 38; 1997, c. 96, s. 13.

39. Schools shall be established by the school board.

The deed of establishment shall state the name and address of the school, indicate the premises or immovables placed at the school's disposal and specify the level of instruction the school is to provide. It shall also state the cycle or, exceptionally, the part of cycle of the level of instruction concerned and specify if the school provides preschool education.

1988, c. 84, s. 39; 1997, c. 96, s. 13; 2006, c. 51, s. 88.

40. A school board may, after consulting with the governing board or at its request, amend or revoke the deed of establishment of a school in keeping with the three-year plan of allocation and destination of the school board immovables.

1988, c. 84, s. 40; 1990, c. 78, s. 54; 1997, c. 96, s. 13.

41. Where the deed of establishment of the school places more than one immovable at the disposal of the school, the school board, after consulting with the principal, may appoint a person to be responsible for each immovable and determine that person's functions. The persons appointed shall perform their functions under the authority of the principal.

1988, c. 84, s. 41; 1997, c. 96, s. 13.

DIVISION II

GOVERNING BOARD

1997, c. 96, s. 13.

§ 1. — Composition

1997, c. 96, s. 13.

42. A governing board shall be established for each school.

The governing board, which shall have not more than 20 members, shall include the following persons:

- (1) at least four parents of students attending the school who are not members of the school staff, elected by their peers;
- (2) at least four members of the school staff, including at least two teachers and, if the persons concerned so decide, at least one non-teaching staff member and at least one support staff member, elected by their peers;
- (3) in the case of a school providing education to students in the second cycle of the secondary level, two students in that cycle elected by the students enrolled at the secondary level or, as the case may be, appointed by the students' committee or the association representing those students;
- (4) in the case of a school where childcare is organized for children at the preschool and elementary school level, a member of the staff assigned to childcare, elected by his or her peers;
- (5) two representatives of the community who are not members of the school staff, appointed by the members elected under subparagraphs 1 to 4.

The community representatives on the governing board are not entitled to vote.

1988, c. 84, s. 42; 1990, c. 8, s. 6; 1990, c. 78, s. 54; 1997, c. 96, s. 13; 2001, c. 46, s. 1.

43. The school board shall determine the number of parents' representatives and staff representatives on the governing board after consulting with each group concerned.

The total number of seats for staff representatives referred to in subparagraphs 2 and 4 of the second paragraph of section 42 must be equal to the number of seats for parents' representatives.

1988, c. 84, s. 43; 1990, c. 78, s. 54; 1997, c. 96, s. 13.

44. Where fewer than 60 students are enrolled in a school, the school board may, after consulting with the parents of the students attending the school and with the school staff, vary the rules governing the composition of the governing board provided in the second paragraph of section 42.

However, the total number of seats for staff representatives must be equal to the total number of seats for parents' representatives.

1988, c. 84, s. 44; 1997, c. 96, s. 13.

45. Commissioners elected or appointed pursuant to the Act respecting school elections (chapter E-2.3) cannot be members of the governing board of a school under the authority of the school board.

However, when carrying out a mandate under paragraph 4 of section 176.1, a commissioner may take part in meetings of the governing board but is not entitled to vote.

1988, c. 84, s. 45; 1997, c. 96, s. 13; 2008, c. 29, s. 2.

46. The principal of the school shall take part in the meetings of the governing board but is not entitled to vote.

1988, c. 84, s. 46; 1997, c. 96, s. 13.

§ 2. — Formation

1997, c. 96, s. 13.

47. Each year during the period beginning on the first day of the school year and ending on the last day of September, the chair of the governing board or, if there is none, the principal shall, by written notice, call a meeting of the parents of the students who attend the school to elect parents' representatives to the governing board. The notice shall be sent at least four days before the meeting is to be held.

At the meeting, the parents shall elect a representative to the parents' committee established under section 189 from among their representatives on the governing board.

At the meeting, a second parents' representative on the governing board may be designated as a substitute to attend and vote at meetings of the parents' committee when the representative elected for that purpose is unable to do so.

The term of a person elected to the parents' committee who is a commissioner shall not end until that person's term of office as commissioner has ended. The person's term of office as commissioner may not however be renewed unless the person was elected under the second paragraph in the year the position of commissioner was to be renewed.

1988, c. 84, s. 47; 1990, c. 78, s. 31; 1997, c. 96, s. 13; 2008, c. 29, s. 3; 2013, c. 15, s. 5.

48. During the month of September each year, the teachers of the school shall hold a meeting to elect their representatives to the governing board according to the procedure set out in their collective agreement or, failing that, according to the procedure determined by the principal after consulting with the teachers.

1988, c. 84, s. 48; 1990, c. 78, s. 54; 1997, c. 96, s. 13.

49. During the month of September each year, the members of the non-teaching professional staff who provide services to the students of the school shall hold a meeting to elect their representatives to the governing board according to the procedure set out in the collective agreement of the non-teaching professional staff or, failing that, according to the procedure determined by the principal after consulting with the persons concerned.

1988, c. 84, s. 49; 1997, c. 96, s. 13.

50. During the month of September each year, the members of the support staff who provide services at the school and the members of the school staff who provide childcare for children at the preschool and elementary school level, if any, shall hold meetings to elect their representatives to the governing board according to the procedure set out in the collective agreement of the support staff or, failing that, according to the procedure determined by the principal after consulting with the persons concerned.

1988, c. 84, s. 50; 1997, c. 96, s. 13.

51. During the month of September each year, the students' committee or the association representing the students, if any, shall appoint students' representatives to the governing board.

Failing that, the principal shall preside over the election of students' representatives to the governing board in accordance with the rules established by the principal after consulting with the students enrolled at the secondary level.

1988, c. 84, s. 51; 1997, c. 96, s. 13.

51.1. Any meeting called in accordance with sections 47 to 50 may elect substitute members to the governing board to replace the members who are unable to take part in a governing board meeting. Likewise, substitute members may be appointed or elected during the process carried out in accordance with section 51. The number of substitute members cannot be greater than the number of governing board members.

2016, c. 26, s. 3.

52. Where the meeting of parents called pursuant to section 47 fails to elect the required number of parents' representatives, the principal shall exercise the functions and powers of the governing board.

The fact that the representatives of any other group fall short of the required number shall not prevent the formation of the governing board.

1988, c. 84, s. 52; 1997, c. 96, s. 13.

53. The members of the governing board shall take office as soon as all members to be elected under subparagraphs 1 to 4 of the second paragraph of section 42 have been elected or not later than 30 September, whichever occurs first.

1988, c. 84, s. 53; 1990, c. 78, s. 32; 1997, c. 96, s. 13; 2001, c. 46, s. 2.

54. The term of office of parents' representatives on the governing board is two years and the term of office of the representatives of other groups is one year.

However, the term of office of half of the first parents' representatives, elected by the meeting of parents, is one year.

The members of the governing board shall remain in office until they are reelected, reappointed or replaced.

1988, c. 84, s. 54; 1990, c. 78, s. 54; 1997, c. 96, s. 13.

55. A parents' representative whose child no longer attends the school may remain a member of the governing board until the next meeting held pursuant to section 47.

A vacancy resulting from the departure of a parents' representative shall be filled, for the unexpired portion of the representative's term, by a parent designated by the other parents' representatives on the governing board.

A vacancy resulting from the departure or disqualification of any other member of the governing board is filled, for the unexpired portion of the term, according to the mode of appointment prescribed for the member to be replaced.

1988, c. 84, s. 55; 1990, c. 8, s. 7; 1997, c. 96, s. 13.

§ 3. — Operation

1997, c. 96, s. 13.

56. The governing board shall choose its chair from among the parents' representatives on the governing board who are not members of the personnel of the school board.

1988, c. 84, s. 56; 1997, c. 96, s. 13.

57. The principal shall preside over the governing board until the chair is elected.

1988, c. 84, s. 57; 1997, c. 96, s. 13.

58. The term of office of the chair is one year.

1988, c. 84, s. 58; 1997, c. 96, s. 13.

59. The chair of the governing board shall preside at meetings of the governing board.

1988, c. 84, s. 59; 1997, c. 96, s. 13.

60. If the chair is absent or unable to act, the governing board shall designate a person from among the members who are eligible for the office of chair to exercise the functions and powers of the chair.

1988, c. 84, s. 60; 1990, c. 8, s. 8; 1997, c. 96, s. 13.

60.1. (Replaced).

1990, c. 8, s. 8; 1997, c. 96, s. 13.

61. A majority of the members of the governing board who are in office, including at least half of the parents' representatives, is a quorum of the governing board.

1988, c. 84, s. 61; 1997, c. 96, s. 13.

62. If the governing board is unable to hold a meeting for lack of a quorum after three consecutive notices have been sent at intervals of at least seven days, the school board may order that the functions and powers of the governing board be suspended for the period determined by the school board and that they be exercised by the principal.

1988, c. 84, s. 62; 1990, c. 78, s. 54; 1997, c. 96, s. 13.

63. The decisions of the governing board are made by a majority vote of the members present and entitled to vote. If votes are equally divided, the chair has a casting vote.

1988, c. 84, s. 63; 1997, c. 96, s. 13.

64. Every decision of the governing board must be made in the best interests of the students.

1988, c. 84, s. 64; 1997, c. 96, s. 13.

65. The governing board may hold its meetings on the school premises.

The governing board may also use the school's administrative support services and facilities free of charge, subject to the conditions determined by the principal.

1988, c. 84, s. 65; 1997, c. 96, s. 13.

66. The governing board shall adopt and oversee the administration of its annual operating budget and render an account thereof to the school board.

The budget must maintain a balance between expenditures, on the one hand, and the financial resources allocated to the governing board by the school board, on the other.

1988, c. 84, s. 66; 1997, c. 96, s. 13.

67. The governing board shall establish rules for its internal management. The rules shall provide for at least five meetings every school year.

The governing board shall fix the date, time and place of its meetings, and inform the parents and the members of the school staff.

1988, c. 84, s. 67; 1997, c. 96, s. 13.

68. The meetings of the governing board are open to the public; however the governing board may order that a meeting be closed to the public if a matter is to be examined which could cause injury to a person.

1988, c. 84, s. 68; 1997, c. 96, s. 13.

69. The minutes of the proceedings of the governing board shall be recorded in a register kept for that purpose by the principal or by a person specially designated by the principal. The register is open to the public.

The minutes, after being read and approved at the beginning of the following meeting, shall be signed by the person presiding over the meeting and countersigned by the principal or by the person designated by the principal under the first paragraph.

The reading of the minutes is not required provided that a copy of the minutes was delivered to each member present at least six hours before the beginning of the meeting at which the minutes are to be approved.

A copy of an extract from the register may be obtained on payment of a reasonable fee fixed by the governing board.

1988, c. 84, s. 69; 1997, c. 96, s. 13.

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.

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.

1988, c. 84, s. 70; 1990, c. 78, s. 54; 1997, c. 96, s. 13.

71. The members of the governing board must act within the scope of the functions and powers conferred on them, and exercise the care, prudence and diligence that a reasonable person would exercise in similar circumstances; they must also act with honesty and loyalty and in the interest of the school, the students, the parents, the school staff and the community.

1988, c. 84, s. 71; 1997, c. 96, s. 13.

72. The members of a governing board may not be prosecuted for an act performed in good faith in the exercise of governing board functions.

1988, c. 84, s. 72; 1997, c. 96, s. 13.

73. The school board shall assume the defence of any member of the governing board who is prosecuted by a third person for an act done in the exercise of governing board functions.

In the case of penal or criminal proceedings, the school board may require a member who has been prosecuted to repay the defence expenses, except if the member had reasonable grounds to believe that the act was in conformity with the law, if the proceedings were withdrawn or dismissed or if the member was discharged or acquitted.

As well, the school board may require repayment of the defence expenses by the member if the member was found liable for damage caused by an act done in bad faith in the exercise of governing board functions.

1988, c. 84, s. 73; 1997, c. 96, s. 13.

§ 4. — Functions and powers

1997, c. 96, s. 13.

1. — General functions and powers

1997, c. 96, s. 13.

74. The governing board shall analyze the situation prevailing at the school, principally the needs of the students, the challenges tied to student success and the characteristics and expectations of the community served by the school. Based on the analysis and taking into account the commitment-to-success plan of the school board, the governing board shall adopt the school's educational project, oversee the project's implementation and evaluate the project at the intervals specified in it.

Each of these stages shall be carried out through concerted action between the various participants having an interest in the school and in student success. To that end, the governing board shall encourage the collaboration of students, parents, teachers, other school staff members, and community and school board representatives.

1988, c. 84, s. 74; 1997, c. 96, s. 13; 2002, c. 63, s. 6; 2008, c. 29, s. 4; 2016, c. 26, s. 4.

75. The governing board shall send the school's educational project to the school board and make it public on the expiry of 60 to 90 days after sending it or of another period if the governing board and school board so agree. It shall also make public the evaluation of the school's educational project. The educational project and any evaluation of it shall be communicated to the parents and the school staff.

The educational project takes effect on the date of its publication.

1988, c. 84, s. 75; 1997, c. 96, s. 13; 2002, c. 63, s. 7; 2016, c. 26, s. 5.

75.1. The governing board is responsible for approving the anti-bullying and anti-violence plan, and any updated version of the plan, proposed by the principal.

The main purpose of the plan must be to prevent and stop all forms of bullying and violence targeting a student, a teacher or any other school staff member.

In addition to any elements the Minister may prescribe by regulation, the plan must include

- (1) an analysis of the situation prevailing at the school with respect to bullying and violence;
- (2) prevention measures to put an end to all forms of bullying and violence, in particular those motivated by racism or homophobia or targeting sexual orientation, sexual identity, a handicap or a physical characteristic;
- (3) measures to encourage parents to collaborate in preventing and stopping bullying and violence and in creating a healthy and secure learning environment;
- (4) procedures for reporting, or registering a complaint concerning, an act of bullying or violence and, more particularly, procedures for reporting the use of social media or communication technologies for cyberbullying purposes;
- (5) the actions to be taken when a student, teacher or other school staff member or any other person observes an act of bullying or violence;
- (6) measures to protect the confidentiality of any report or complaint concerning an act of bullying or violence;
- (7) supervisory or support measures for any student who is a victim of bullying or violence, for witnesses and for the perpetrator;
- (8) specific disciplinary sanctions for acts of bullying or violence, according to their severity or repetitive nature; and
- (9) the required follow-up on any report or complaint concerning an act of bullying or violence.

A document explaining the anti-bullying and anti-violence plan must be distributed to the parents. The governing board shall see to it that the wording of the document is clear and accessible.

The anti-bullying and anti-violence plan must be reviewed each year, and updated if necessary.

2012, c. 19, s. 4.

75.2. The anti-bullying and anti-violence plan must specify the form and nature of the undertakings to be given by the principal to a student who is a victim of bullying or violence and to his or her parents.

It must also prescribe what action must be taken by the principal to deal with the perpetrator and his or her parents, and specify the form and nature of the undertakings they must give in order to prevent any further act of bullying or violence.

2012, c. 19, s. 4.

75.3. Every school staff member shall collaborate in implementing the anti-bullying and anti-violence plan and shall see to it that no student in the school is a victim of bullying or violence.

2012, c. 19, s. 4.

76. The governing board is responsible for approving the rules of conduct and the safety measures proposed by the principal.

In addition to the elements the Minister may prescribe by regulation, the rules of conduct must specify

- (1) the attitudes and conduct that are required of students at all times;
- (2) the behaviours and verbal or other exchanges that are prohibited at all times, including during school transportation, regardless of the means used, including social media; and
- (3) the applicable disciplinary sanctions, according to the severity or repetitive nature of the prohibited act.

The rules of conduct and the safety measures must be presented to the students during a civics session held each year by the principal in collaboration with the school staff, and must be sent to the parents at the beginning of each school year.

1988, c. 84, s. 76; 1990, c. 78, s. 54; 1997, c. 96, s. 13; 2012, c. 19, s. 5.

77. The plan, rules and measures provided for in sections 75.1 to 76 shall be developed in collaboration with the school staff.

The collaboration procedure shall be established by the persons concerned at general meetings called for that purpose by the principal or, failing that, shall be determined by the principal.

1988, c. 84, s. 77; 1997, c. 96, s. 13; 2012, c. 19, s. 6; 2016, c. 26, s. 6.

77.1. Based on the principal's proposal, the governing board shall establish the principles for determining the cost of the documents mentioned in the second paragraph of section 7. Those principles are taken into account when the choice of textbooks and instructional materials must be approved under subparagraph 3 of the first paragraph of section 96.15.

The governing board shall also approve, on the principal's proposal, a list of the objects mentioned in the third paragraph of section 7. The principles are established and the list is approved, taking into consideration the school board's policy adopted under section 212.1 and the other financial contributions that may be claimed for services referred to in sections 256 and 292.

2005, c. 16, s. 6.

78. The governing board shall advise the school board concerning

- (1) any matter the school board is required to submit to the governing board;
- (2) any matter likely to facilitate the operation of the school;
- (3) any matter likely to improve the organization of the services provided by the school board.

1988, c. 84, s. 78; 1990, c. 78, s. 33; 1997, c. 96, s. 13.

79. The school board must consult with the governing board concerning

- (1) the amendment or revocation of the deed of establishment of the school;
- (2) the selection criteria for the appointment of the principal;
- (3) (paragraph repealed).

1988, c. 84, s. 79; 1997, c. 96, s. 13; 2000, c. 24, s. 21.

80. The governing board may, within the scope of its powers, enter into an agreement with another educational institution of the school board concerning the pooling of goods and services or the holding of joint activities.

1988, c. 84, s. 80; 1990, c. 78, s. 34, s. 54; 1997, c. 58, s. 47; 1997, c. 96, s. 13.

81. The governing board shall furnish to the school board, on the date and in the form specified by the school board, any information required by the school board for the exercise of its functions.

1988, c. 84, s. 81; 1997, c. 96, s. 13.

82. The governing board shall prepare and adopt an annual activity report and shall transmit a copy of the report to the school board.

1988, c. 84, s. 82; 1997, c. 96, s. 13.

83. Each year, the governing board shall inform the parents and the community served by the school of the services provided by the school and report on the level of quality of such services.

1988, c. 84, s. 83; 1997, c. 96, s. 13; 2002, c. 63, s. 8; 2016, c. 26, s. 7.

83.1. Each year, the governing board shall evaluate the results achieved by the school with respect to preventing and dealing with bullying and violence.

A document reporting on the evaluation must be distributed to the parents, the school staff and the Student Ombudsman.

2012, c. 19, s. 7.

2. — Functions and powers relating to educational services

1997, c. 96, s. 13.

84. The governing board is responsible for approving the approach proposed by the principal for the implementation of the basic school regulation.

1988, c. 84, s. 84; 1997, c. 96, s. 13.

85. The governing board is responsible for approving the overall approach proposed by the principal for the enrichment or adaptation by the teachers of the objectives and suggested content of the programs of studies established by the Minister and for the development of local programs of studies to meet the specific needs of the students at the school.

The governing board is also responsible for approving the conditions and procedures proposed by the principal for integrating, into the educational services provided to the students, the activities or content prescribed by the Minister in the broad areas of learning.

1988, c. 84, s. 85; 1989, c. 36, s. 258; 1997, c. 96, s. 13; 2012, c. 19, s. 8.

86. The governing board is responsible for approving the time allocation proposed by the principal for each compulsory or elective subject and shall satisfy itself

(1) that the compulsory objectives of the programs of studies established by the Minister will be achieved and their compulsory contents will be acquired;

(2) (paragraph repealed);

(3) that the rules governing the certification of studies prescribed by the basic school regulation are complied with.

1988, c. 84, s. 86; 1997, c. 96, s. 13; 2000, c. 24, s. 22.

87. The governing board is responsible for approving the programming of educational activities, proposed by the principal, which entail changes in the students' regular time of arrival and departure or which require the students to leave school premises.

1988, c. 84, s. 87; 1989, c. 36, s. 259; 1997, c. 96, s. 13.

88. The governing board is responsible for approving the approach proposed by the principal for the implementation of the student services and special educational services programs prescribed by the basic school regulation and determined by the school board, or provided for in an agreement entered into by the school board.

1988, c. 84, s. 88; 1997, c. 96, s. 13.

89. Proposals under sections 84, 87 and 88 shall be developed in collaboration with the school staff; proposals under sections 85 and 86 shall be developed in collaboration with the teachers.

The collaboration procedure shall be established by the persons concerned at general meetings called for that purpose by the principal or, failing that, shall be determined by the principal.

1988, c. 84, s. 89; 1990, c. 78, s. 35; 1997, c. 58, s. 48; 1997, c. 96, s. 13.

89.1. Parents on the governing board may consult the parents of the children in the school on any matter relating to educational services, in particular on report cards and on any other way in which parents are to be informed of the academic progress of their children, proposed under section 96.15.

2006, c. 51, s. 89.

3. — Functions and powers relating to community services

1997, c. 96, s. 13.

90. The governing board may organize educational services other than those prescribed by the basic school regulation, including instructional services outside teaching periods during the school days of the school calendar or on non-school days, and may organize social, cultural or sports services.

It may also allow other persons or organizations to organize such services on school premises.

1988, c. 84, s. 90; 1997, c. 96, s. 13.

91. For the purposes of section 90, the governing board may, in the name of the school board and within the scope of the school's budget, contract with a person or body for the provision of goods or services. In addition, it may require a financial contribution from users of such goods and services.

A draft of a contract to be entered into under the first paragraph must be sent to the school board at least 20 days before its conclusion. Within 15 days after receiving it, the school board may indicate its disagreement on the ground of non-compliance with the standards governing the school board; in the absence of such indication, the contract may be concluded.

1988, c. 84, s. 91; 1997, c. 96, s. 13.

92. Revenues derived from the provision of goods and services under section 90 shall be credited to the appropriations allocated to the school.

1988, c. 84, s. 92; 1997, c. 96, s. 13.

4. — Functions and powers relating to physical and financial resources

1997, c. 96, s. 13.

93. The governing board is responsible for approving the use of the premises or immovables placed at the disposal of the school, proposed by the principal, subject to the obligations imposed by law for the use of the school premises for election purposes and to agreements for the use of school premises entered into by the school board before the issue of the deed of establishment of the school.

Any agreement entered into by the governing board for the use of the premises or immovables placed at the disposal of the school requires prior authorization from the school board if the term of the agreement exceeds one year.

The governing board is responsible for approving the organization by the school board, on the school premises, of cultural, social, sports, scientific or community services.

1988, c. 84, s. 93; 1990, c. 78, s. 54; 1997, c. 96, s. 13.

94. The governing board may, in the name of the school board, solicit and receive gifts, legacies, grants and other voluntary contributions from any person or public or private organization wishing to provide funding for school activities.

The governing board may not, however, solicit or receive gifts, legacies, grants or other contributions to which conditions incompatible with the mission of the school are attached, particularly conditions relative to any form of commercial solicitation.

The contributions received shall be paid into a designated fund created for that purpose in respect of the school by the school board; the funds making up the fund and the interest earned shall be appropriated to the school.

The school board shall keep separate books and accounts for the operations of the fund.

The management of the fund shall be supervised by the governing board; the school board must, at the request of the governing board, give access to the records of the fund and provide the governing board with any account, report or other information relating to the fund.

1988, c. 84, s. 94; 1993, c. 51, s. 72; 1994, c. 16, s. 50; 1997, c. 96, s. 13.

95. The governing board is responsible for adopting the school's annual budget proposed by the principal, and shall submit the budget to the school board for approval.

1988, c. 84, s. 95; 1997, c. 47, s. 1; 1997, c. 96, s. 13.

DIVISION III

PARENT PARTICIPATION ORGANIZATION

1997, c. 96, s. 13.

96. The meeting of parents called pursuant to section 47 shall decide whether or not to form a parent participation organization.

If the meeting decides to form a parent participation organization, it shall determine the name, composition and operating rules of the organization and shall elect its members.

1988, c. 84, s. 96; 1997, c. 96, s. 13.

96.1. Where under the deed of establishment of the school more than one immovable is placed at the disposal of the school or where the school provides both elementary and secondary instruction, the meeting of parents may establish a parent participation organization for each immovable or each level of instruction, instead of only one.

1997, c. 96, s. 13.

96.2. The purpose of a parent participation organization is to encourage the collaboration of parents in developing, implementing and periodically evaluating the school's educational project and their participation in fostering their child's success.

1997, c. 96, s. 13; 2002, c. 63, s. 9.

96.3. A parent participation organization may advise the parents' representatives on the governing board regarding any matter of concern to parents or any matter concerning which the organization is consulted by the parents' representatives on the governing board.

1997, c. 96, s. 13.

96.4. A parent participation organization may hold its meetings on the school premises.

The organization may also use the school's administrative support services and facilities free of charge, subject to the conditions determined by the principal after consulting with the governing board.

1997, c. 96, s. 13.

PARENT COMMISSIONERS

145. Every two years, before the first Sunday in November, the chair of the parents' committee or, in the chair's absence, the secretary general of the school board shall convene the members of the parents' committee or of the parents' central committee, as the case may be, to elect from among their members a commissioner for each of the positions provided for in paragraph 2 of section 143.

However, the commissioner representing the parents of handicapped students or students with social maladjustments or learning disabilities is elected from among the parents who are members of the advisory committee on services for handicapped students and students with social maladjustments or learning disabilities.

The grounds for disqualification set out in section 21 of the Act respecting school elections (chapter E-2.3) apply to the seats of commissioners representing the parents' committee.

The representative shall be elected by a majority vote of the members present.

The elected representative shall take office on the first Sunday in November following his election. His term of office shall be two years.

Within 35 days from taking office, every elected representative shall swear before the director general, or the person designated by him, to fulfill his duties faithfully and to the best of his judgment and ability.

An entry of the oath shall be made in the Minutes of Proceedings of the school board.

1988, c. 84, s. 145; 1989, c. 36, s. 261; 1997, c. 96, s. 18; 2006, c. 51, s. 93; 2008, c. 29, s. 12; 2016, c. 26, s. 25.

146. (Repealed).

1988, c. 84, s. 146; 1989, c. 36, s. 262; 1990, c. 8, s. 64; 1997, c. 47, s. 6.

147. A commissioner representing the parents' committee whose child no longer attends a school of the school board may remain on the council of commissioners until the expiry of the commissioner's term of office.

The office of the commissioner representing the parents' committee becomes vacant in the same cases as those provided for commissioners elected under the Act respecting school elections (chapter E-2.3).

Such vacancy shall be filled in accordance with the procedure prescribed in section 145, but only for the unexpired portion of the term.

1988, c. 84, s. 147; 1997, c. 96, s. 19; 1997, c. 47, s. 7.

148. Every co-opted commissioner shall have the same rights, powers and obligations as those prescribed for the other commissioners.

However, the commissioner is not entitled to vote at meetings of the council of commissioners or of the executive committee, or to be appointed vice-chair of the school board.

1988, c. 84, s. 148; 1997, c. 47, s. 8; 2008, c. 29, s. 13; 2016, c. 26, s. 26.

149. In case of the amalgamation or total annexation of the territories of school boards, the commissioners of such school boards, other than the representatives of the parents' committee, become members of the council of commissioners of the school board resulting from the amalgamation, or of the annexing school board.

However, the Minister may limit the number of commissioners from each school board; the members shall, in such a case, be designated by their respective councils of commissioners. Furthermore, only the chair from the school board in whose territory the greatest number of electors are resident shall become a member of the council of commissioners, as chair of that council. However, if more than 12 months remain before the date set for the next general election, an election must be held to fill the office of chair of the council within the time and on the terms prescribed in section 200 of the Act respecting school elections (chapter E-2.3), with the necessary modifications.

They shall remain in office until the date of the next general election of commissioners.

1988, c. 84, s. 149; 1997, c. 96, s. 20; 1997, c. 47, s. 9; 2008, c. 29, s. 14; 2013, c. 15, s. 6.

PARENTS COMMITTEE

185. Every school board shall establish an advisory committee on services for handicapped students and students with social maladjustments or learning disabilities.

The committee shall be composed of

- (1) parents of the students concerned, designated by the parents' committee;
- (2) representatives of the teachers, of the members of the non-teaching professional staff and of the members of the support staff, designated by the associations which represent them in their dealings with the school board and elected from among the persons who provide services to the students concerned;
- (3) representatives of bodies which provide services to handicapped students or to students with social maladjustments or learning disabilities, designated by the council of commissioners after consulting with those bodies;
- (4) a school principal designated by the director general.

The director general or his representative shall take part in the sittings of the committee but he is not entitled to vote.

1988, c. 84, s. 185; 1990, c. 8, s. 16.

186. The council of commissioners shall determine the number of representatives from each group.

The representatives of the parents shall constitute the majority of the members of the committee.

1988, c. 84, s. 186.

187. The functions of the advisory committee on services for handicapped students and students with social maladjustments or learning disabilities are

- (1) to advise the school board on a policy for the organization of educational services to handicapped students and students with social maladjustments or learning disabilities;
- (2) to advise the resource allocation committee and the school board on the allocation of financial resources to the services intended for those students;
- (3) to advise the school board on its commitment-to-success plan.

The committee may also advise the school board on the implementation of an individualized education plan for a handicapped student or a student with social maladjustments or learning disabilities.

1988, c. 84, s. 187; 1990, c. 78, s. 37, s. 54; 1997, c. 96, s. 33; 2016, c. 26, s. 32.

187.1. Each year, the school board shall inform the advisory committee on services for handicapped students and students with social maladjustments or learning disabilities of the amount of the financial resources available for services intended for those students and of the allocation of those resources in light of the policies defined by the Minister.

The school board shall report each year to the committee and the Minister on requests for reconsideration made under section 9 relating to services for handicapped students and students with social maladjustments or learning disabilities.

2005, c. 43, s. 43.

188. Every school board which provides student transportation shall establish an advisory committee on transportation the composition, operation and functions of which shall meet the norms established by government regulation.

1988, c. 84, s. 188; 1990, c. 78, s. 54.

189. A parents' committee composed of the following persons shall be established for each school board:

- (1) one representative from each school, elected by the meeting of parents pursuant to the second paragraph of section 47;
 - (2) one representative of the advisory committee on services for handicapped students and students with social maladjustments or learning disabilities, designated by and from among the parents who are members of that committee.
- A representative from a school whose child no longer attends the school may remain on the parents' committee.

The parents who are members of the advisory committee on services for handicapped students and students with social maladjustments or learning disabilities may designate a second representative as a substitute to attend and vote at meetings of the parents' committee when their representative is unable to do so.

1988, c. 84, s. 189; 1989, c. 36, s. 263; 1997, c. 47, s. 12; 1997, c. 96, s. 34.

190. Each year, before the first Sunday in November, the chair of the parents' committee or, in his absence, the secretary general of the school board shall call a meeting of the parents' committee to elect the chair of the parents' committee.

1988, c. 84, s. 190; 2008, c. 29, s. 34; 2016, c. 26, s. 33.

191. Every school board that divides its territory into administrative regions may, for the same purposes, replace the parents' committee by a regional parents' committee for each region and a central parents' committee composed of delegates from the regional parents' committees and a representative of the advisory committee on services for handicapped students and students with social maladjustments or learning disabilities, designated by and from among the parents who are members of that committee.

Section 190 applies to the election of the chair of the central parents' committee and the chair of each regional parents' committee.

The school board, after consulting with the members of the regional parents' committees, shall determine the allocation of functions and the mode of operation and financing of the regional and central committees.

1988, c. 84, s. 191; 1989, c. 36, s. 264; 1990, c. 78, s. 54; 1997, c. 47, s. 13; 1997, c. 96, s. 35; 2008, c. 29, s. 34.

192. The functions of the parents' committee are

- (1) to promote parents' participation in the activities of the school board and, for such purpose, to designate parents who shall take part in the various committees established by the school board;
- (2) to give advice on any matter conducive to the most efficient operation possible of the school board;
- (3) to inform the school board of the needs of parents as identified by the school representatives and by the representative of the advisory committee on services for handicapped students and students with social maladjustments or learning disabilities;
- (4) to give its opinion to the school board on any matter the latter is required to submit to it.

1988, c. 84, s. 192; 1990, c. 78, s. 54; 1997, c. 96, s. 36.

193. The parents' committee shall be consulted on the following matters:

- (1) the division, annexation or amalgamation of the territory of the school board;
 - (1.1) the school board's commitment-to-success plan;
- (2) the three-year plan of allocation and destination of the immovables of the school board, the list of schools and the deeds of establishment;
- (3) the policy adopted under section 212 on the continued operation or closure of schools and on other changes made to the educational services provided in a school;
 - (3.1) the financial contributions policy adopted under section 212.1;
- (4) (subparagraph repealed);
- (5) the distribution of educational services among the schools;
 - (5.1) the school board's by-law on the complaint examination procedure established under section 220.2;
- (6) the criteria referred to in section 239 for the enrollment of students in schools;
 - (6.1) the dedication of a school to a special project pursuant to section 240 and the criteria for the enrollment of students in that school;
- (7) the school calendar;
- (8) the rules governing promotion from elementary school to secondary school or from the first cycle to the second cycle of the secondary level;
- (9) the objectives and principles governing the allocation of subsidies, school tax proceeds and other revenues among educational institutions as well as the criteria pertaining thereto, and the objectives, principles and criteria used to determine the amount to be withheld by the school board for its needs and those of its committees;
- (10) the learning activities established by the school board and intended for parents.

Moreover, the parents' committee may make recommendations to the school board regarding the matters referred to in the first paragraph and childcare provided at school. It may also waive a consultation on a matter referred to in the first paragraph. In such a case, it shall so inform the school board in writing, and it shall do the same if it wishes to put an end to the waiver.

1988, c. 84, s. 193; 1990, c. 8, s. 17; 1990, c. 78, s. 54; 1997, c. 47, s. 14; 1997, c. 96, s. 37; 2002, c. 63, s. 23; 2005, c. 16, s. 8; 2006, c. 51, s. 97; 2016, c. 26, s. 34.

193.1. The council of commissioners must establish the following committees:

- (1) a governance and ethics committee;
- (2) an audit committee; and
- (3) a human resources committee.

The governance and ethics committee shall, among other things, assist the commissioners, if necessary, in selecting persons whose competence and qualifications are considered to be useful for the administration of the school board for the purposes of co-optation under paragraph 3 of section 143, and in developing and updating the code of ethics and professional conduct provided for in section 175.1.

The audit committee shall, among other things, assist the commissioners in seeing to the establishment of internal control mechanisms and the optimal use of the school board's resources. The committee must secure the assistance of at least one person who has competency in accounting or financial matters.

The human resources committee shall, among other things, assist the commissioners in developing an expertise and experience profile and selection criteria for persons to be appointed by the school board under sections 96.8, 110.5 and 198.

The council of commissioners may establish other committees to assist it in the exercise of its functions or the examination of specific matters.

2008, c. 29, s. 22.

193.2. The school board must establish a resource allocation committee composed of not more than 15 members, including the director general of the school board, who is responsible for its direction. Subject to the third paragraph, the committee members must be members of the school board's executive staff.

The majority of the committee members must be school principals or principals of centres, including at least one principal of a school providing preschool education or elementary education, one principal of a school providing secondary education and one principal of a centre. These principals of institutions shall be chosen by their peers.

The person responsible for educational services for handicapped students and students with social maladjustments or learning disabilities, appointed under section 265, must also be on the committee.

At least one committee member must be a member of the school board's executive staff not expressly mentioned in any of the first three paragraphs.

At the committee's request, other members of the school board's personnel may also take part in committee sittings, but are not entitled to vote.

2016, c. 26, s. 35.

193.3. The resource allocation committee must set up a consultation process with a view to establishing objectives and principles governing the annual allocation of revenues in accordance with section 275, determining how those revenues are to be allocated in accordance with section 275.1, including by setting out the criteria to be used to determine the amounts allocated, and determining how student services are to be distributed in accordance with section 261.

In addition to student services, the committee may also submit the distribution of other professional services to the consultation process.

Each school board and educational institution must provide the committee with any information or document necessary for the exercise of its functions.

At the conclusion of the consultation process, the director general or any other member designated by the committee must present recommendations at a meeting of the council of commissioners concerning the objectives and principles to govern the allocation of revenues, the annual allocation of those revenues and the distribution of student services and other professional services, as applicable. If the council of commissioners fails to implement a recommendation, it must give reasons for its decision at the meeting at which the recommendation is rejected. A copy of the minutes of the meeting of the council of commissioners containing the decision with reasons must be sent to the resource allocation committee.

2016, c. 26, s. 35.

193.4. The resource allocation committee must annually make a recommendation to the council of commissioners regarding the allocation of the surpluses of the school board's educational institutions in accordance with section 96.24.

2016, c. 26, s. 35.

193.5. A school board may entrust the functions assigned to the resource allocation committee under this Act to the advisory committee on management provided the latter complies with the composition requirements set out in section 193.2. It may also do so if it must add the person responsible for educational services for handicapped students and students with social maladjustments or learning disabilities to its members in order to comply with the composition requirements of section 193.2.

The advisory committee on management shall then act in the place and stead of the resource allocation committee.

2016, c. 26, s. 35.

194. The committees may hold their meetings on the premises of the school board.

The committees may also use, free of charge the administrative support services and the facilities of the school board in accordance with the terms and conditions established by the director general.

1988, c. 84, s. 194; 1997, c. 96, s. 38.

195. The committees shall establish their rules of internal procedure. The rules shall provide for at least three sittings every school year.

A member may take part in and vote at a meeting of the committee by any means allowing all the participants to communicate with each other.

1988, c. 84, s. 195; 1997, c. 96, s. 39.

196. No committee member may be prosecuted for an act performed in good faith in the discharge of his functions.

Sections 177, 177.1 and 177.2, adapted as required, apply to members of the parents' committee and to members of the advisory committee on services for handicapped students and students with social maladjustments or learning disabilities.

1988, c. 84, s. 196; 1990, c. 78, s. 54; 1997, c. 96, s. 40.

197. The parents' committee and the advisory committee on services for handicapped students and students with social maladjustments or learning disabilities shall adopt their annual operating budget, see to its administration and give an account thereof to the school board.

The budget shall maintain a balance between the expenditures of each committee on the one hand and the financial resources allocated to each committee by the school board and each committee's own other revenues, on the other.

1988, c. 84, s. 197.

SECTION 3

ESTABLISHING THE GOVERNING BOARD The General Assembly

CONTENTS

- Election of the Parent Representatives
- Election Meeting Guidelines
- Notice for the Meeting
- Calling the Meeting to Order
- The Election
- Election of the Parent Delegate
- Establishment of the Parent Participation Organization
- Election of Other Representatives
- Community Representatives

Appendix A - A Brief Description of the Governing Board

Appendix B - A Brief Description of the Parent Participation Organization

Appendix C - Suggested Format for a Ballot

Appendix D - Suggested Rules of Procedure

Appendix E - Suggested Agenda for the General Assembly

ESTABLISHING THE GOVERNING BOARD

ELECTION OF PARENT REPRESENTATIVES (Section 47)

WHEN are the elections for parents held?

- Each year during the period beginning on the first day of the school year and ending on by September 18th.

WHO calls the meeting?

- The chair of the governing board or, if there is none, the principal.

WHO is invited?

- Parents of students attending the school.

HOW are parents notified?

- In writing, at least four days before the meeting is to be held.

WHAT must be done during the meeting?

- The parents present must elect their representatives to the governing board.
- The parents present must elect substitute representatives to the governing board.
- From among the parent representatives elected to the governing board, the general assembly elects a delegate to the Parents committee and may also designate a substitute delegate.
- The general assembly decides whether or not to establish a parent participation organization.

A sample agenda for the General Assembly is included in see page 3.6 Appendix E

ELECTION MEETING GUIDELINES

1. Notice for the Meeting

The notice should include a brief description of the role and functions of the governing board and the parent participation organization. (see page 3.4 - Appendices A and B)

Including a *tear-off portion for parents* to return to the school so they may declare their interest in being a member of the governing board may help to simplify the process in the event that there are more candidates than seats.

A list of candidates can be prepared ahead of time from the returned tear-offs with spaces provided for any additional nominations made at the meeting. With the provision of a column beside the names, this list can then be used as a ballot if a vote is needed. (See page 3.4 and **Appendix C**).

It is also advisable to indicate in the notice that, if there are more candidates than seats, each candidate will be asked to speak briefly on his/her involvement in school activities and why he/she wishes to be a member of the governing board.

2. Calling the Meeting to Order

The chairperson of the governing board, (or principal, if there is no chairperson), calls the meeting to order. A brief overview of the responsibilities of the governing board should be presented. The chairperson may also give a brief report of the governing board's activities during the previous year. Parents must be aware of the many areas in which the governing board is expected to make decisions and that these decisions must be made in the best interests of the students.

The commitment expected of governing board members and section 71 of the Education Act referring to the code of conduct should be stressed. (See page 4.10)

The Chair of the Governing Board presides over the elections, unless he/she is up for re-election. If so, the general assembly appoints another person. In most instances, this would be the principal or a parent who is not standing for election. A secretary is also needed to record nominations and the results of the vote.

It is suggested that basic rules of procedure be proposed to the general assembly for adoption. **An example is included in Appendix D on page 3.5.**

Requests for candidacy by *proxy* must be submitted in writing to the outgoing governing board chair or to the principal. It is up to the general assembly to decide whether or not to accept candidacy by proxy.

3. The Election

The composition of the governing board has been determined for each school by the School Board after consultation.

The term of office for parent representatives is two years with half of the parent seats up for election each year. The election chairperson advises the assembly of the number of parents to be elected. (Article 54)

When a vacancy arises from the departure or disqualification of a parents' representative during the year or at the end of the first year of a two-year mandate, the governing board parents' representatives fill the vacancy by designating a replacement parent from its school community to complete the term according to Article 55 of the Education Act. Article 55, does not foresee that an election is to be held for the unexpired portion of the term, whenever it occurs. The Education Act is specific and the law must be respected.

If names have been submitted ahead of time, each parent present receives a copy of the list. The chairperson asks for a motion to accept this list into nomination or the general assembly may choose to nominate each person on the list separately. The chairperson then asks if there are additional nominations. Parents may nominate themselves. Seconders are not required unless the general assembly decides otherwise. If no names have been submitted, the election chairperson asks for nominations.

Nominations are written on a blackboard as received. When no further nominations are forthcoming, a motion is made to close nominations. If a list was distributed, those present should add the new names to their copy of the list.

If more than the required number of names is placed in nomination, an election must be held by secret ballot. If a list has been distributed, it becomes the ballot and each parent checks the names of the required number of parent representatives for whom he/she wishes to vote. Prior to the vote, the general assembly may request that the candidates present themselves.

The ballots are collected and counted, preferably by three people not on the ballot (the principal, election secretary and one other). The election chairperson announces the results by reading the names of those elected but not the number of votes for each. The ballots should be kept for a month by the principal.

The first meeting of the governing board will be held at a later date. The principal will consult with the parent and staff representatives elected to the governing board and set a date agreeable to all parties.

Where the general assembly fails to elect at least four (4) parents' representatives all duties and functions will be assumed by the principal. (s. 52)

4. Election of the Delegate to the Parents Committee

The parents attending the meeting elect from among the parent representatives who have just been elected to the governing board, a delegate to the Parents Committee. They may also appoint a substitute to attend and vote at meetings of the Parents Committee when the delegate is unable to attend. Both the delegate and the alternate **must** be designated by the general assembly. (Section 47).

The Parents Committee (PC) meet as decided by the AGA. These meetings provide an opportunity to:

- meet with the Director General or their designate
- share ideas and successes
- discuss common concerns
- learn about curriculum and other educational matters
- discuss issues

5. Establishment of a Parent Participation Organization (s. 96)

The parents in attendance at the general assembly decide whether or not to form a Parent Participation Organization, which is composed of parents of students attending the school.

If the general assembly chooses to form a PPO, it determines the name, composition and operating rules and elects the members.

A brief description of the Parent Participation Organization is included in Appendix B page 3.4.

THE ELECTION OF OTHER REPRESENTATIVES (Sections 48-52)

The composition of the governing board includes representatives of the teachers, non-teaching professionals, support staff, day care (elementary), and students (cycle II, secondary level).

The members of each of these groups must meet during the month of September and elect their representatives according to the composition determined by the School Board after consultation.

Each group, i.e. the teachers, the daycare staff, the support staff, the non-teaching professionals and students hold meetings to elect their representative on the governing board by their peers. Each group is separate and does not vote in each others elections of representatives.

If the number of representatives from any of these groups is less than required, the governing board can still be formed if the required number of parent representatives is elected.

COMMUNITY REPRESENTATIVES (Section 42, para. 5)

Two community representatives who are not members of the school staff and not members of the parents are appointed by the voting members of the governing board. This would be done at the first or second meeting of the school year.

When appointing the community representatives, members should keep in mind that these positions should be filled by individuals from community or business organizations who are open to discussing issues with the education sector and can help the governing board create ties that will assist it in fulfilling the objectives of its educational project.

GOVERNING BOARDS A Brief Description

WHAT IS THE GOVERNING BOARD?

The governing board is a structure that creates a partnership of parents and staff in the management of the school. The governing board is not involved with the day-to-day running of the school but works with the principal in setting and implementing policy directions for programs and services that will meet the needs of the students and the community.

WHAT ARE THE FUNCTIONS AND POWERS OF THE GOVERNING BOARD?

The principal of the school is required to collaborate with the school staff on a variety of educational and pedagogical items and bring proposals to the governing board for approval. (also refer to table on page 1.3)

Some of these are:

- rules of conduct and safety measures
- implementation of the basic school regulation
- time allocation for subjects
- enrichment and adaptation of programs to meet local needs
- educational activities such as field trips which change the students' regular schedule
- implementation of student and special education services
- the use of non-teaching time for educational purposes, and extracurricular activities
- principles for determining the cost of consumable materials

As well, the governing board

- must prepare an annual report on its activities for the school board and inform the community about the services provided in the school;
- adopts the school budget submitted by the principal;
- adopts the school's educational project and oversee its implementation and evaluation;
- must make public the school's educational project
- must distribute a document to parents and staff explaining the educational project

- **APPENDIX B**

PARENT PARTICIPATION ORGANIZATION A Brief Description

WHAT IS THE PARENT PARTICIPATION ORGANIZATION?

The parent participation organization gives the opportunity to a larger number of parents to be involved in the day-to-day life of a school.

WHAT ARE THE FUNCTIONS OF THE PARENT PARTICIPATION ORGANIZATION?

The PPO has a twofold purpose in law:

- to encourage parents to be involved in fostering their child's academic success
- to collaborate in developing, implementing and evaluating the school's educational project.

As well, it may advise the parent representatives on the governing board about parents' concerns. The governing board may consult the PPO when parents' opinions and ideas are needed (s.96-3).

The Parent Participation Organization can play a valuable role and complement the work of the governing board by effectively communicating with the parent body at large:

- letting parents know about what is going on at the school and what the needs are
- finding out about parents' concerns

There are no regulations governing the size and general operation of a Parent Participation Organization. As well as fulfilling its purpose as defined by law, it has been suggested that sub-committees could be set up within the PPO with specific tasks such as safety, newsletter, book fair, etc.

Each school has the flexibility to organize its PPO to best suit the conditions, i.e., the number of parents who wish to be involved and the tasks that need to be done. Most importantly, the PPO and governing board must work closely together to ensure that everyone is working toward the same goals.

ELECTION OF GOVERNING BOARD

School: _____ Date: _____

The following parents have submitted their names as candidates for the seats for parent representatives on the governing board.

NAME	GRADE LEVEL(S) of CHILD(REN)	VOTE
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

ELECTION OF PARENT REPRESENTATIVES TO GOVERNING BOARD
Suggested Rules of Procedure

1. All parents who are present can be nominated. Candidacy by proxy, submitted in writing, can be accepted.
2. Parents may nominate themselves, Seconders are not required unless the general assembly decides otherwise.
3. If more than the required number of names is placed in nomination, the vote will be held by secret ballot.
4. The ballot will consist of a list of the names of the nominated candidates.
5. Prior to the vote, the candidates will be requested to present themselves.
6. The ballots are collected and counted by three people not on the ballot (the principal, election secretary and one other).
7. The election chairperson announces the results by reading the names of those elected but not the number of votes for each.
8. The ballots will be kept by the principal for a period of one month.
9. The decision to form a Parent Participation Organization will be determined by a show of hands.

SAMPLE AGENDA FOR THE GENERAL ASSEMBLY

**SUMMERSIDE SCHOOL GENERAL ASSEMBLY
Wednesday, September 18, 2020, 7:30 p.m.
Cafeteria Room, Summerside School, 12 Souris, Montreal**

Agenda

- 1. Opening and Welcome**
- 2. Approval of Agenda**
- 3. Election of Secretary**
- 4. Nominations of 2 Scrutineers (*not members of the Governing Board*)**
(elect 2 non governing board members to count ballots for the election process)
- 5. Approval of previous minutes of the General Assembly**
- 6. Presentation of the roles and responsibilities of the Governing Board**
- 7. Presentation of previous years' Annual Report**
(the annual report must be approved by the governing board before the general assembly)
- 8. Governing Board Nominations**
 - 8.1 Election of new members
 - 8.2 Election of substitutes (at least 2)
- 9. Parents Committee**
 - 9.1 Election of Delegate
 - 9.2 Election of Alternate
- 10. Parent Participation Organization (PPO)**
 - 10.1 Formation of PPO
 - 10.2 Composition *(if you wish to have a limited amount of people join)*
 - 10.3 Election
(may choose to have a signup sheet for parents giving a deadline to submit their names)
- 11. Adjournment**

SECTION 4

ROLES AND RESPONSIBILITIES

CONTENTS

- Responsibilities of the School Board
- Role of the Principal
- Responsibilities of Governing Board Members
- Conflict of Interest
- Code and Rules of Conduct
- Role of the Chairperson
- Role of the Vice Chairperson
- Role of the Secretary
- Role of the Treasurer
- Role of the Parent Delegate

Appendix A: Main Topics and Timeline –
Guidelines for the Chairperson

Appendix B: Sample form: Report of Expenditures

THE RESPONSIBILITIES OF THE SCHOOL BOARD

School boards provide leadership and support to schools and ensure that there is equal educational opportunity for all students in the system.

The Council of Commissioners is the governing body of the school board and is composed of elected school commissioners and four parent commissioners. Parent commissioners are elected every two years by the parents committee, but are entitled to vote.

1. Composition of the Governing Board

The school board determines the number of parent representatives and staff representatives after consulting with each group.

Note: In April 1999, following consultation, the EMSB adopted a resolution (#99-06-20-8) establishing the composition of its governing boards.

A governing board wishing to modify its composition must make a formal request in writing to the school board.

2. Operation

The school board allocates financial resources to the governing board (s. 66)

The school board assumes the defence of any governing board member prosecuted for an act done in the exercise of governing board functions.

3. Functions and Powers

3.1 *General*

The school board:

- adopts a commitment-to-success-plan covering a period of five years and sends a copy to the Ministry. The commitment-to-success-plan must be made public (s. 209.1)
- adopts a policy concerning the maintenance or closure of schools, in compliance with Ministerial guidelines, and after consultation with the parents' committee (s. 212)
- adopts a policy on the financial contributions from parents or students, after consultation with the parents' committee (s. 212.1)

- ensures lunchtime supervision of students who stay at school (s. 292)
- consults the governing board on the deed of establishment and the selection criteria for the appointment of the principal (See page 1.4 of this manual)
- appoints the school principal in accordance with the selection criteria established after consulting with the governing board (s. 96.8)

3.2 Educational Services

The school board is responsible for determining the educational services that will be provided in each of its schools (s. 209-2 and 236), after consulting with the teachers. (s. 244)

The school board ensures that:

- the Basic School Regulation (*Régime pédagogique*) is implemented (s. 222)
- the programs of study are implemented (s. 222.1) following consultation with the teachers (s. 244)
- only the textbooks and instructional material approved by the Minister of Education are used by the school (s. 230)
- each school evaluates student achievement and administers the examinations imposed by the Minister of Education (s. 231 and 244)
- rules governing the promotion of students from elementary to secondary school and from secondary cycle 1 to cycle 2 are established, after consulting the parents' committee (s. 233)

The school board establishes a program for student and special education services prescribed by the Basic School Regulation. (s. 88)

Each school board must establish a special education advisory committee on services for students with special needs. (s. 185)

Each school board must, after consultation with the advisory committee on services for students with special needs, adopt a policy concerning the organization of educational services for students with special needs. (s. 235)

3.3 Community Services

The school board may provide cultural, social, sports, scientific or community services. (s. 255-2)

3.4 Physical and Financial Resources

The school board establishes a 3-year plan of allocation and destination of its immovable's and draws up deeds of establishment. (s. 211)

It allocates funds to its schools (s. 275) and approves each school's annual budget after the governing board adopts it.

4. Varia

The school board:

- establishes criteria for student enrolment after consulting the parents' committee. Following adoption by the Board, a copy of the enrolment criteria is sent to each governing board at least 15 days before the beginning of the student enrolment period. (s. 239)
- establishes the school calendar, after consultation with the parents' committee and any local negotiations with teachers (s. 238)
- provides day care for preschool and elementary students at the request of the governing board. (s. 256)
- is the employer of all school board and school personnel (s. 259). School board personnel, including principals, perform their functions under the authority of the director general. When assigning staff to schools, the school board must take into account the staffing requirements submitted by the principals and must ensure that all teachers are legally qualified and that other norms, i.e. collective agreements, are respected.
- May, with the authorization of the Minister of Education, provide transportation for all or part of its students. (s. 291)

THE RESPONSIBILITIES OF THE PRINCIPAL

The principal is the academic and administrative director of the school and sees that the decisions of the governing board are implemented. In addition, the principal is responsible for making a number of decisions upon the proposal of teachers or other school staff.

1. Formation of the Governing Board

The principal calls a general assembly of parents to elect parent representatives to the Governing Board and the Parents' Committee if there is no governing board chairperson. (s. 47)

He/she determines the procedure to elect staff members and students after consulting each group. (s.48-51)

If the general assembly fails to elect the required number of parents to the governing board, the principal exercises the functions and powers of the governing board. (s. 52)

2. Operation of the Governing Board

The principal takes part in meetings but is not entitled to vote. (s. 46) He/she presides over the governing board until the chair is elected. (s. 57)

If the governing board is unable to hold a meeting for lack of quorum, after three consecutive notices have been sent, the principal may exercise the functions and powers of the governing board as determined by the school board. (s. 62)

The principal keeps the minutes of the governing board meetings. The minutes are recorded in a register and countersigned by the principal. (s. 69)

3. Functions and Powers

As stipulated in section 96.13 of the Education Act, the principal assists the governing board in the exercise of its functions and powers, and for that purpose,

1. coordinates the analysis of the school's commitment-to-success plan, the development, implementation and evaluation of the educational project
2. ensures that proposals with regard to educational services and student services are prepared and submitted to the governing board for approval
3. encourages concerted action between parents, students and staff, their participation in the life of the school and their collaboration in fostering academic success
4. informs the governing board on the proposals approved by the principal

The principal, with the collaboration of the school staff, is responsible for proposing to the governing board the commitment-to-success plan and the rules of conduct and safety measures for students. (s. 75 and 76)

The principal, with the collaboration of the teachers, is responsible for proposing to the governing board the principles for determining the cost of consumable materials and the list of materials to be charged to parents. (s. 77.1)

The principal, with the assistance of the parents, staff concerned and the student, if applicable, establishes an individualized education plan (IEP) adapted to the needs of handicapped students and those with a learning disability or a social maladjustment. (s. 96.14)

Upon the request of a parent, a principal may admit a student to an additional year of preschool or elementary schooling if the child has not met the objectives of preschool or elementary education. The principal submits a report on the number of students admitted for an additional year of schooling to the school board. (s. 96.17, 96.18 and 96.19)

3.1 Educational Services

The principal is responsible for ensuring that the educational services provided by the school meet the proper standards of quality.

As stipulated in sections 84, 85, 86, 87, 88 and 89 of the Education Act, the principal, in collaboration with the teachers and/or other school staff, proposes the following to the governing board for approval:

- the approach for the implementation of the Basic School Regulation (*Régime pédagogique*)
- the approach for the enrichment or adaptation of the objectives and suggested content of the programs of study
- the time allocation for each compulsory and elective subject
- the programming of educational activities which entail changes in the students' regular schedule or which entails taking students off the school premises
- the approach for the implementation of programs of student and special education services

3.1.1 Approval of proposals of the teachers and other school staff (s. 96.15)

The principal approves, on the proposal of the teachers and/or other staff concerned, the following:

- local programs of study developed to meet the special needs of students;
- criteria for the introduction of new instructional methods;
- textbooks and instructional material, after consulting with the governing board;
- standards and procedures for the evaluation of student achievement;
- rules for the placement of students and their promotion from one cycle to the other at the elementary level.

4. Physical and Financial Resources

The principal proposes the use of the premises placed at the disposal of the school to the governing board for its approval. (s. 93)

After consulting with the governing board, the principal informs the school board of the school's needs for material resources. (s. 96.22)

The principal is responsible for managing the physical resources of the school and rendering account of such management to the school board. (s. 96.23)

The principal prepares the school's annual budget and submits it to the governing board for adoption. He/she administers the budget and renders an account of the budget to the governing board. (s. 96.24)

5. Varia

After consulting with school staff, the principal is responsible for informing the school board of the school's needs in terms of staffing of all classes of school personnel. The principal must be guided by a variety of considerations, including the educational services to be offered in the school, the budgetary process and the applicable collective agreements for different categories of personnel.

The principal is responsible for managing all school staff and must determine their duties and responsibilities. In addition, the principal must organize the professional development activities as agreed to with the staff in accordance with applicable collective agreements.

THE RESPONSIBILITIES OF THE MEMBERS OF THE GOVERNING BOARD

Members of the governing board must be concerned and interested in the school and education in general. They must be prepared to work cooperatively as a group and deal with common issues rather than personal ones.

Being a member is not about personal power and prestige but about being empowered to serve the people the governing board represents.

Members must be prepared to commit themselves to:

- Regularly attend the meetings
- Arrive on time
- Respect the code of conduct
- Participate in the discussions
- Be well informed before making decisions
- Work as part of a team

CONFLICT OF INTEREST

A member of the governing board who has a direct or indirect interest in an enterprise that puts that member in conflict with the interest of the school must disclose the interest in writing to the principal.

An example of this is a person who has an interest in the food services supplied to the school.

The member must abstain from voting on any matter concerning the enterprise and avoid influencing the decision. In fact, the member must withdraw from a meeting while the matter is discussed or voted on.

Having a conflict of interest is not prohibited; not declaring it may lead to forfeiture of office.

CODE OF CONDUCT

The governing board has the responsibility to ensure that every decision it makes is in the best interests of the students.

Members of the governing board are in a position of trust. They must take their role seriously and be willing to give the time and effort needed. A responsible member will:

- attend meetings regularly and participate fully
- be willing to listen and learn
- be open-minded
- respect others' points of view
- work co-operatively with the other members
- place the interests of the school before any personal interest.

Section 71 of the Education Act specifically states:

"The members of the governing board must act within the scope of the functions and powers conferred on them, and exercise the care, prudence and diligence that a reasonable person would exercise in similar circumstances; they must also act with honesty and loyalty and in the interest of the school, the students, the parents, the school and the community."

Governing boards should also develop their own guidelines as to how they want members to conduct themselves. If everyone understands what is expected on them and acts accordingly, meetings will be more productive and the work of the governing board will be more easily accomplished in an atmosphere of trust and collaboration.

Once guidelines are developed, they should be reviewed each year at the first meeting of the governing board.

AN EXAMPLE OF RULES OF CONDUCT

Summerside School Governing Board Rules of Conduct

Members of the Summerside School governing board will:

- *Attend meetings regularly*
- *Arrive on time*
- *Advise the chairperson in advance if unable to attend*
- *Raise their hand when they wish to speak*
- *Wait for the chairperson to give permission to speak*
- *Always address the chairperson when taking part in the discussion*
- *Avoid speaking when someone else is speaking*
- *Stay on the subject or motion being discussed*
- *Keep their contribution to the discussion short and to the point*
- *Avoid numerous interventions on the same topic*
- *Be objective*
- *Not be silent during the debate and then criticize after the meeting*
- *Respect the right of others to express their opinions*
- *Listen and speak politely*
- *React to a point of view, never the person*
- *Fully understand any proposal or report that is presented before voting*
- *Once a decision is taken, support that decision*
- *Be willing to participate in activities of the governing board*
- *Respect all rules of procedure and guidelines for conduct*

THE ROLE OF THE CHAIRPERSON

The chairperson

- prepares the agenda with the principal (see page 5.3)
- calls the meeting to order
- keeps the meeting to the agenda
- ensures that internal procedures are respected
- ensures that information required for the meeting is available
- ensures that a motion is seconded before discussion begins
- states each motion before it is debated and again before it is voted on
- casts a vote in case of a tie

A good chairperson

- is well prepared for the meeting
- gives each member a chance to speak
- tactfully keeps speakers on the subject
- listens well
- speaks no more than necessary but helps to clarify and gives information
- is fair and impartial
- is flexible
- makes sure everyone knows what the decisions are and what action is to be taken
- starts and ends meetings on time

Guidelines for the Chairperson are included in Appendix A on page 4.8.

THE ROLE OF THE SECRETARY

The secretary keeps an accurate record of the meetings. Only what is done, not what is said, is recorded, e.g., the motion and the vote but not who said what during the discussion prior to the vote. Section 5 of this manual provides more details on the recording of minutes.

The secretary may also assist the chairperson in handling correspondence, notifying members of meetings, preparing and distributing agendas, etc.

THE ROLE OF THE TREASURER

The treasurer keeps track of the operating budget allocated to the governing board by the school board (s. 66). This allocation is included in the school's budget and identified by an account code.

At the beginning of each year, the governing board should decide how the budget will be used. The allocation is intended for operating expenses, such as: postage, photocopying, meeting refreshments, etc.

Participation on a governing board is of a voluntary nature. However, a governing board may decide to defray some baby-sitting or transportation costs if the need arises. This is a decision of the governing board and should be discussed early in the year. It is important that all members understand what expenses will be covered by this operating budget in order to avoid any misunderstanding later.

The treasurer must oversee the claims for operating expenses and keep a record of these. A report should be given at each meeting of the governing board.

Upon request from the school board, the governing board must submit an annual expense report (s. 81). A sample reporting form is on page 4.16.

Note: The treasurer is also responsible for keeping account of any monies received through its solicitation of donations as outlined in Section 94 of the Education Act.

THE ROLE OF THE PARENT DELEGATE TO THE PARENTS COMMITTEE

The delegate (or substitute) to the Parents Committee (PC) represents his/her school at all meetings of the Parents Committee.

The delegate acts as a liaison between the parents of the school and the Parents Committee and should attend the meetings regularly.

If the delegate is unable to attend, he/she must notify the appointed substitute and give him/her any documents relevant to the meeting.

When the substitute replaces the delegate at the PC meeting, the substitute has the right to vote. The delegate (or substitute, if applicable) is expected to give a report on the business of the PC to the governing board.

The Parents Committee from time to time may ask delegates to bring issues back to the parents on the governing board and PPO for discussion and feedback.

Similarly, a governing board may wish to gather information about what other schools are doing in regard to certain issues and request the delegate to raise the matter at a Parents Committee meeting.

The Parents Committee is established by the school board. It is composed of all the Delegates and a representative from the Advisory Committee on Special Education Services (ACSES) (s.189). Each year, in early October the delegates come together to elect their executive and the Parent Commissioners.

The Parents Committee is consulted by the School Board on a number of matters as outlined in Section 193 of the Education Act.

MAIN TOPICS AND TIMELINE GUIDELINES FOR THE CHAIRPERSON
--

September	<ul style="list-style-type: none"> ➤ Final meeting for previous GB to approve annual report and submit to the School Board (if not completed in June) (A. 82) ➤ Call general assembly of parents to elect members (A. 47) ➤ Establishment of the meeting dates or approval of the calendar of meetings
October	<ul style="list-style-type: none"> ➤ First meeting of new GB ➤ Decision about fund-raising activities for the year ➤ Election of the chairperson and the secretary (A. 56) ➤ Review of Rules of Internal Management ➤ Appoint community reps (A. 42.5) ➤ Adoption of the GB's annual operating budget (A. 66)
November	<ul style="list-style-type: none"> ➤ Follow-up on the annual school budget (A. 95) ➤ Review of the educational project (A. 75) ➤ Inform the community on the educational project (A. 83)
December	<ul style="list-style-type: none"> ➤ Periodic review of educational project (A. 74) ➤ Review rules of conduct and safety measures (A. 76) ➤ Budget Building consultation begins (A. 96.22)
January	<ul style="list-style-type: none"> ➤ Approve implementation of Basic School Regulation (A. 82) ➤ Approval of time allocation for compulsory and elective subjects (A. 86)
February	<ul style="list-style-type: none"> ➤ Criteria for the selection of the school principal (A. 79) ➤ Follow-up on the annual school budget
March	<ul style="list-style-type: none"> ➤ Consultation on textbooks and instructional materials for the following year (if necessary) (A. 84) ➤ Review the GB composition and request change (if necessary) (A. 43)
April	<ul style="list-style-type: none"> ➤ Establishment of principles for determining the cost of consumables and approval of the list of materials such as paper, pencils, etc. to be charged to parents or students (A. 77.1) ➤ Major School Changes begins (if applicable) (A. 212)
May	<ul style="list-style-type: none"> ➤ Approval of the programming of educational activities for the following year (field trips, etc.) ➤ Adopt proposed school budget in preparation for next year and submit to the Board (A. 95) ➤ Approve school fees (A. 77.1) ➤ Approval of the rules of conduct and safety measures for the following year proposed by the principal (A. 76)
June	<ul style="list-style-type: none"> ➤ Prepare and adopt the GB end-of-year financial report (A. 82) ➤ Prepare and adopt the GB annual report (A. 82)



Commission scolaire English-Montréal
English Montreal School Board

**GOVERNING BOARD
 REPORT OF EXPENDITURES
 FOR THE YEAR ENDING JUNE 30, 2018**

SCHOOL/CENTRE: _____

Funds received from the EMSB for 2017-2018		\$ 250.00
Balance remaining from 2018-2019		\$
Deduct Expenditures:		
Office Supplies	\$	
Printing/Photocopying	\$	
Transportation	\$	
Babysitting	\$	
Meeting Refreshments	\$	
Other (please specify)	\$	
TOTAL:	\$	\$
Balance kept in account for 2018-2019		\$

Financial statement adopted at the meeting held on: _____

 Treasurer

 Chairperson

SECTION 5

OPERATION

CONTENTS

- The First Meeting of the Year
- Suggested Agenda
- What is a Good Meeting?
- Preparing the Agenda
- Notice of Meeting
- General Rules of Operation
- Public and Closed Meetings
- Prosecution
- The Minutes
- Examples of an Agenda and Minutes
- Sample of Internal Rules of Procedure

THE FIRST MEETING OF THE YEAR

It is important that everyone feels welcome and comfortable at this meeting. If there are new members, time should be given for people to get to know each other. Providing name tags and a few refreshments helps to create a more relaxed atmosphere.

The principal presides over the first meeting of the governing board until the chairperson is elected. The chairperson is chosen from among the parent representatives not employed by the school board. Once the chairperson is elected, he/she takes over the meeting.

The appointment of the two community representatives should be one of the items on the agenda.

Internal rules of management should also be discussed. Certain rules of operation are determined by the Education Act (see pages 5.3) and must be respected, but governing boards are also required to establish their own rules. Some of the things governing boards may wish to consider are:

- How to notify parents and staff of the dates and times of the meetings
- The appointment of a secretary and treasurer
- Rules of procedure for meetings (duration of the meeting, time limits on agenda items, procedures for adding items to the agenda, etc.)
- Guidelines for the conduct of members (page 4.5 -4.6)
- Procedures to permit members of the public to be heard at the meetings of the governing board (see page 5.3)
- How the operating budget allocated by the school board is to be used
- Procedures for calling special meetings

An example of Internal Rules of Management is included on page 5.6

Other items on the agenda will vary from school to school depending on the local situation.

A suggested agenda for the first meeting is on the next page.

SUGGESTED AGENDA FOR THE FIRST MEETING SUMMERSIDE SCHOOL GOVERNING BOARD

Wednesday, October xx, xxxx

AGENDA

1. Welcome - Principal
2. Introduction of Members (allow each member to introduce themselves)
3. Reading and Approval of the Agenda
4. Working Together as a Team - Principal
5. Refreshments and an Icebreaker
6. Election of Chairperson
7. Operation
 - 7.1 Review of Rules of Operation (as outlined in the Education Act)
 - 7.2 Approval/Modification of Internal Rules of Management
 - 7.3 Approval/Modification of Guidelines for Conduct of Members
8. Dates and Times of Meetings
9. Review of Functions and Powers
10. Discussion: Appointment of Community Representatives
11. Other Business
12. Next meeting: *date and suggested contents*
13. Adjournment

WHAT IS A GOOD MEETING?

There are a number of ingredients that contribute toward a good meeting, including:

- A well-planned agenda, distributed in advance with the minutes of the previous meeting and any other documentation relevant to the agenda
- A comfortable setting
- Guidelines on conduct agreed to by all members (page 4.5)
- Regular attendance
- A good chairperson (see page 4.6)
- Involvement of all members in the discussions
- Time limits for the length of the meeting and on agenda items
- Willingness to work as a team
- Decision-making by consensus

PREPARATION OF THE AGENDA

The agenda is prepared in advance of the meeting by the chairperson in consultation with the principal and other members of the board when appropriate. Some of the standard items are the adoption of the agenda and the minutes of the previous meeting; business arising from the minutes; reports; new business. An example is on page 5.5.

An agenda should not be too long or include too many items that require lengthy discussion. It may be helpful to specify a time limit for each item so that the agenda can be completed and to indicate whether they require a decision or if they are consultation or information items.

Members who wish to add items to the agenda should let the chairperson know well ahead of the meeting. Items may be added at the meeting when "Adoption of the Agenda" is being considered but these should be kept to a minimum. The added item, if a new topic, should be placed under "Varia" with the understanding that it may be tabled until the next meeting when more information would be available.

NOTICE OF MEETING

Meetings of the governing board are public. Section 67 states that parents and school staff are to be informed of the dates, times and place of meetings. Parents may be advised through notices and newsletters sent home with the students. The agenda should also be posted in a location in the school where staff will see it.

WHAT ARE THE GENERAL RULES OF OPERATION?

(Sections 56-73)

- The governing board chooses its chairperson from among the parent members who are not employed by the school board. The term of office is one year.
- If the chairperson is absent, the governing board designates an eligible parent to act in his/her place.
- Quorum is the majority of members and must include at least half of the parent representatives.
- If the governing board is unable to hold a meeting due to a lack of quorum after three consecutive notices have been sent, with at least seven days in between, the school board may order that the powers and functions be exercised by the principal.
- Decisions are by majority vote of the members present and entitled to vote. This includes the chairperson. In case of a tie, the chairperson casts a deciding vote.
- The governing board must hold at least five meetings a year.
- The governing board informs parents and school staff of the schedule of meetings for the year.
- Meetings are open to the public; however, a meeting may be closed if the matter to be discussed could cause injury to a person.
- Minutes are recorded in a register kept by the principal or by a person designated by the principal. The register is public.
- A conflict of interest must be disclosed in writing to the principal. (See page 4.5).
- The governing board receives an annual operating budget from the school board (included in the school budget). It establishes expense rules, oversees the administration of this budget and gives an account to the school board.
- The governing board establishes its own operational rules while respecting the rules set out in the Education Act.

PUBLIC AND CLOSED MEETINGS

GENERAL

Meetings of the governing board are public.

However, under section 68 of the Education Act, the governing board may decide that a meeting be closed to the public if a matter to be examined could cause injury to a person.

The governing board may not adopt resolutions at closed meetings since it may only study certain matters on these occasions and no minutes are recorded. Any decisions taken by a governing board must be made in public and recorded in the minutes of the meeting.

The governing board, in public and closed meetings, must act within the limits of its functions and powers and must not discuss matters not under its jurisdiction.

PUBLIC MEETINGS

Governing boards should develop guidelines for public meetings that will allow members of the public an opportunity to speak at an appropriate time, e.g., during a question period. The public must also understand that the topics raised must be appropriate to the functions and powers of the governing board.

Matters of personnel do not fall under the jurisdiction of the governing board. Therefore the members, and more particularly the chairperson, must prevent any such matter from being presented by a member of the public at the meeting.

For example, at a governing board meeting, if a member of the public begins to complain about a member of staff, the chairperson must immediately intervene, indicate that the issue does not fall under the functions and powers of the governing board and direct the speaker to meet with the principal at another time. If the speaker persists, the chairperson would have the option of adjourning the meeting.

Copies of the agenda should be available for the public at the time of the meeting. The reverse side of the agenda could be used to give information about the guidelines for question period, the current focus of the governing board, recent or upcoming events in the school, etc., - anything that might be of interest to those attending the meeting.

PROSECUTION (s. 72 and 73)

Section 72 of the Education Act states, "The members of a governing board may not be prosecuted for an act performed in good faith in the exercise of governing board functions".

If a member is prosecuted by a third party for an act done within the exercise of a governing board function, the school board will defend that member. If the member is found liable for damage caused by an act done in bad faith, the school board may require repayment by the member for the legal expenses.

THE MINUTES

Minutes are an official record of the business and activities of an organization.

The minutes include:

- The time and place of the meeting
- Names of members present and apologies from those absent
- Verification of the quorum
- Adoption of the agenda (with any additions)
- Adoption of the minutes of the previous meeting (with any corrections)
- The exact wording of motions (unless withdrawn) including the names of the mover and seconder
- Record of the votes
- Decisions made by consensus
- Brief references to items of discussion and reports
- Items tabled
- Time of adjournment

After approval at the following meeting, the minutes are signed by the person presiding over the meeting and the school principal or the person appointed by the principal.

The minutes must be recorded in a register kept for that purpose by the principal or by a person appointed by the principal. The register is open to the public. (s. 69)

The approval of the minutes does not include the option of new wording but may include a reference to an error or omission.

The minutes do not include details of discussions.

Only members who were present at a meeting may propose the adoption of the minutes of that meeting.

The minutes must be available in French.

A sample of an agenda for a regular meeting and the minutes of that meeting follow on the next three pages.

**SAMPLE
AGENDA FOR A REGULAR MEETING
SUMMERSIDE SCHOOL GOVERNING BOARD
Wednesday, November 14, 2018, 7:30 p.m.
Staff Room, Summerside School, 12 Souris, Montreal**

Agenda

1. Adoption of Agenda
2. Adoption of the Minutes of the Meeting of October 11, 2017
3. Business Arising from the Minutes
 - 3.1 Guidelines for Conduct of Members
4. Question Period
5. Reports
 - 5.1 Parents Committee
 - 5.2 Treasurer's Report
6. New Business
 - 6.1 Adoption of the Governing Board's Annual Budget
 - 6.2 The Educational Project
 - 6.3 Follow-Up on School's Annual Budget
7. Varia
8. Adjournment

**SAMPLE
MINUTES OF A REGULAR MEETING
SUMMERSIDE SCHOOL**

Minutes of the meeting of the governing board of Summerside School held on Wednesday, November 15, 2017 at 7:30 p.m. in the staff room of Summerside School, 12 Souris, Montreal.

Present: (list names of the members of the governing board)
Regrets: (list names of the members who sent regrets)
Absent: (list names of absent members)
Also present: (list names of guests, commissioner, etc. if applicable)

Approximately 12 members of the public were in attendance.

1. Adoption of Agenda

It was moved by A. Teoli, seconded by M. Frost and unanimously resolved that the agenda be adopted.

Vote: 14-0-0

2. Adoption of Minutes of the Meeting of October 11, 2017

It was moved by G. Woods, seconded by I. Patel and unanimously resolved that the minutes of the meeting held on October 11, 2017 be adopted as circulated.

Vote: 14-0-0

3. Business Arising from the Minutes

3.1 Guidelines for Conduct of Members: The chairperson distributed copies of the guidelines agreed to at the last meeting.

4. Question Period

A parent expressed a concern about the cost of field trips. The chairperson replied that the item would be discussed at the next meeting of the governing board.

5. Reports

5.1 Parents Committee

G. Woods reported on the meeting of October 11, 2017.

5.2 Treasurer's Report

M. Brisebois reported that the Board allocation is expected within the next week. No expenses have occurred to date.

6. New Business

6.1 The Governing Board Annual Budget

It was moved by S. Brown, seconded by M. Smith and unanimously resolved that the governing board budget be adopted.

Vote: 14-0-0

6.2 The Educational Project

The Educational Project was presented and members were asked to review the document and bring any questions to the next meeting.

6.3 Follow-up on the School Budget

The principal presented the adjustments to the school budget following the September 30th enrolment. It was moved by H. Jones, seconded by S. Randall and resolved that the adjustments to the budget be adopted.

Vote: 13-0-1

7. Varia - none

8. Adjournment

The meeting was adjourned at 9:30 p.m. on a motion by J. Landau.

Chairperson

Principal and/or Secretary

**EXAMPLE OF
INTERNAL RULES**

GOVERNING BOARD

(school name)

RULES OF INTERNAL MANAGEMENT

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

1. **Composition** The governing board is composed of:
(Section 42, EA)
 - ___ parents who are not members of the school staff
 - ___ members of the school staff
 - ___ daycare representative (elementary level)
 - ___ students of the second cycle (secondary only)
 - ___ members of the community
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.
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. (Section 56)
 - **Term of Office** – The term of office of the chair is one year. (Section 58)
 - **Meetings** – The chair presides at the meetings of the governing board (S59)

- **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. (Section 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.
5. **Vote** - Decisions of the governing board are made by 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. (Sections 63 & 64)
6. **Meetings**
- ✓ Meetings are held on the school premises. (Section 65)
 - ✓ Regular meetings are held _____ (must be at least 5) times per year (or once a month) from _____ p.m. to _____ p.m. and may be extended by 10 (or 15, etc) 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 regular meeting. A notice shall go out to the 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 state their opinions on the urgent matter. The topic **must be voted on** at the next regular meeting of the governing board. Members cannot vote by email. *Decisions of the governing board are made by a majority vote of the members present and entitled to vote.* (Section 63)
 - ✓ 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 u-shape in order so that all members are facing the public.
7. **Closed Session Meetings** – The meetings of the governing board are public may move into closed session if the matter to be discussed may cause injury to a person. This is done by resolution. (Section 68).
8. **Public Question Period** – A public question period is included on the agenda at the beginning 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. Persons interested in making a presentation must make a request to the school principal at least one week prior to the meeting.
9. **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 to speak of others
 - Refrain from speaking out of turn
 - Refrain from using profanity
 - Maintain a respectful tone at all times
10. **Reports**
Oral reports from the principal, commissioner or parent delegate will be permitted and the GB sets aside 5 (or 10, etc.) minutes for each report.
11. **Agenda**
- The agenda is sent to the members one week prior to the meeting (by email, etc.) and is posted in the school.

- The items are listed on the Agenda by order of priority
 - Decisional items first
 - Consultation items second
 - Information items, third
- Items can be added to the agenda at the meeting subject to approval by the members.

12. **Minutes of the governing board**

- The minutes of the proceedings of the GB must be sent to the members with the documents for the following meeting.
- The minutes of a meeting are approved at the beginning of the following meeting and will be modified if they are inaccurate.
- After being approved by the GB, the minutes should be signed by the chair that adopted them and countersigned by the principal or a person designated by the principal, who keeps them in the register of the minutes.
- The principal or a person designated by the principal is responsible for the registers and documents of the GB.

13. **Modifications to the Rules of Internal Management** – The Rules of Internal Management are reviewed in October of each school year and any modifications deemed necessary are proposed at that time. Proposals for changes to the rules must be approved by the members.

SECTION 6

SCHOOL'S ANNUAL BUDGET

CONTENTS

- Overview of the Budgetary Process
- Development of the School Budget
- Board Based Funds and Donations
- School Funds
- Special Funds

Appendix A – Reporting to the Governing Board on the Budget

Appendix B – Sample Budget Form

Appendix C – Sample Form for the Return of the Adopted Budget

THE SCHOOL'S ANNUAL BUDGET

Section 95 of the Education Act states: "*The governing board is responsible for adopting the school's annual budget proposed by the principal, and shall submit the budget to the school board for approval.*"

OVERVIEW OF THE BUDGETARY PROCESS

- The principal must consult the Governing Board on needs in goods and services as well as improvements to the school building.
- The School Board allocates financial resources in an equitable manner among its various establishments, taking into account any social and economic inequalities as well as needs expressed by schools.
- The Board must publish criteria, objectives and principles it employs in distributing financial resources.
- The principal makes a budget proposal to the Governing Board which the latter adopts.
- The School Board approves budgets adopted by the schools and sends its budget to the *Ministère de l'Éducation du Québec* (MEQ).
- The principal administers the school budget and reports regularly to the Governing Board.

The types of funds allocated to the schools are described on the following pages.

See Appendix A for information on reporting to the Governing Board.

See Appendix B for sample budget forms which the School Board sends to the schools in late May or early June.

See Appendix C for a sample form for return of the adopted budget to the School Board.

DEVELOPMENT OF SCHOOL BUDGETS

May/June

- Schools develop budgets for funds under the direct control of schools.
- School budgets must be *adopted* by the Governing Board.
- School budgets are then submitted to the Board for final approval by the Council of Commissioners.

Budget Building Process

- Schools must identify revenues that will be received the following year.
- Revenues are estimated by considering the following:
 - Actual amounts already identified
 - Past years' experiences

- Carry forwards
- Schools must identify how revenues and balances carried forward will be spent.
- The amounts are estimates and, as a result, are subject to change.

BOARD BASED FUNDS AND DONATIONS (FUNDS 4 & 5)

Per capita (Fund 5)

To help purchase day-to-day materials and supplies required in the running of the school.

Allocation is based on estimated enrolment in March and revised in November to reflect September 30 enrolment.

** Unspent balances or deficits at June 30 may or may not rollover as per the rollover rules.*

Buildings and Grounds Allocation (Fund 5)

- Caretaking materials
- Service contracts
- Snow Removal
- Caretaking Uniforms

Caretaking materials portion

- to be used to purchase daily supplies needed for the maintenance of the school (non capital items)
- based on enrolment of September 30 of the previous year

Service contracts portion

- to be used for school repairs and service contracts issued by the school (snow removal, cartage, grass cutting)
- based on square meters in the school

However, unspent balances are not rolled over at 100%

Deficits are transferred and unspent balances are rolled over as per maximum rollover rules

DONATIONS (FUND 4)

- Voluntary contributions received from individuals or corporations entitled to income tax receipts
- Funds are kept in a special bank account 'in trust' on behalf of the schools
- Can only be spent on goods or services that fit the mission of the School Board (*enhance the quality of education of students*)
- Interest earned is credited to school's donations balance.

** Unspent balances are transferred to the following school year*

SCHOOL FUNDS (FUND 3)

School Fees/Activities

Usually collected from parents and/or fundraising activities to purchase student agendas, workbooks, and printed materials throughout the year.

Field Trips

Collected from parents or through fund raisers to help pay for transportation, entrance fees, meals, etc. related to field trips organised during the school year

Fundraising

To be determined.

Governing Board

School Board allocates an amount of \$250 to each governing board to cover the cost of refreshments, materials, babysitting, etc.

Lunch Fees

Collected from parents whose children remain in school during lunch time and require supervision by lunch monitors.

School Board pays monitors and sends invoice to school for salary and fringe benefits.

Daycare

Collected from parents whose children attend daycare (excluding MEQ grant)

GMAA Grant (High Schools & Social Affairs) – Inter-scholastic sports

Other

Other funds/activities that are raised by the school but not mentioned above

** Unspent Fund 3 balances are transferred to the following year.*

SPECIAL FUNDS (Fund 6)

Joining Forces (Fund 6)

- Used for special projects to enhance educational success in schools.
- Allocation is determined by two factors – a base amount and a per capita amount based on the enrolment on September 30 of the previous year.

** Unspent amounts are not transferred to the following year; however, deficits must be reimbursed.*

P.E.L.O. (Fund 6)

- Used for teaching resources and materials to operate mother tongue language courses.
- Amount is determined by Pedagogical Services and based on the number of PELO classes per school.

** Unspent balances are not transferred, however, deficits must be reimbursed.*

Inner City – Operation Renewal (ICOR)

Allocation for Inner City Schools

** Unspent balances or deficits at June 30 may or may not rollover as per the rollover rules.*

Supporting Montreal Schools

Supplementary allocations for Inner City Schools

** Unspent balances or deficits at June 30 may or may not rollover as per the rollover rules.*

New Approach – New Solution (NANS)

Special allocation for high schools

The overall funding has been maintained.

** Unspent balances or deficits at June 30 may or may not rollover as per the rollover rules.*

Daycare Grants (MEQ)

Supplementary allocations to cover the cost for salaries/fringe benefits and materials/supplies in school daycares

Allocation is based on the number of children registered on September 30th and present on a regular basis

** Unspent balances or deficits at June 30 may or may not rollover as per the rollover rules.*

Homework Assistance Program

Allocation intended to increase students' motivation with regard to their school work.

** Unspent balances or deficits at June 30 may or may not rollover as per the rollover rules.*

Wellness-Oriented Program

Allocation intended to help students develop skills that are beneficial to their health and well-being.

To benefit from the allocations for the Homework and Wellness-Oriented programs, schools must submit projects

** Unspent balances or deficits at June 30 may or may not rollover as per the rollover rules.*

Practicum

Supplementary allocation to help cover the cost of student teachers in the schools

Covers such things as substitution costs for mentor teacher and materials required by the mentor/student teachers

Based on amount per student teacher (determined by the MEQ)

Board has a policy on spending of these funds

** Unspent balances are carried forward to the following year.*

Others

Start-up grants

Music program (Secondary)

Nutrition grants

CAP (Campaign Against Poverty)

Support for Special Needs (Deciles 1-6)

Entrepreneurship Grant

FSL (French Second Language Support for Out-of-Province Students)

Capital Fund (Fund 7)

ICT Grant (Computer Equipment and Peripherals)

MAO (\$5/student for Youth Sector, AEVS varies as per MEQ rules)

APPENDIX A

REPORTING TO THE GOVERNING BOARD ON THE BUDGET

March

- The Principal reports on the Budget Building Process and consults the governing board on the school's needs of goods and services in preparation for the budget proposal.

June

- The principal proposes the school budget for the following year to the governing board based on the March 31 enrolment.
- The governing board adopts the budget which is submitted to the school board for approval.

November

- The principal reports to the governing board any adjustments to the adopted budget following the September 30 enrolment.

February

- The principal reports to the governing board on the school budgets following rollovers and allocations received.

The day-to-day operation of the budget is the responsibility of the principal.

SCHOOL NAME : XXXX
SCHOOL CODE : 099

BOARD BASED FUNDS & DONATIONS (FUNDS A, B, C)

	DECENTRALIZED PER CAPITA -5-1XXXX-	DECENTRALIZED CARETAKING BG -5-6XXXX-	JOINING FORCES -6-24521-	DONATIONS -4-XXXXX-	OTHERS SPECIFY	OTHERS SPECIFY	OTHERS SPECIFY
ALLOCATION	\$30,000	\$17,000	\$5,000	\$20,000			
EST. BALANCE	\$500	\$1,500	-----	-----	\$1,500		
TOTAL FOR YEAR	\$30,500	\$18,500	\$5,000	\$20,000	\$1,500		
SALARIES & BENEFITS 1&2XX	-----	-----	\$4,500	\$19,000	-----		
TRAVEL/REPRESENTION EXP. 3XX	-----	-----	-----	-----	-----		
SPECIAL INTERNAL EVENTS 305	\$375	-----	-----	-----	-----		
MATERIALS/SUPPLIES 4XX	\$20,000	\$3,500	\$500	\$1,000	\$1,200		
SERVICES/CONTRACTS 5XX	\$8,000	\$15,000					
EQUIPMENT/FURNITURE 7XX		-----	-----	-----			
OTHER EXPENSES 8XX	\$2,125	-----			\$300		
TOTAL EXPENSES	\$30,500	\$18,500	\$5,000	\$20,000	\$1,500		
ENDING BALANCE							

SCHOOL NAME : XXXX



SCHOOL YEAR BUDGET

SCHOOL NAME:

SCHOOL CODE:

099

PRINCIPAL:

Attached please find the budget
that was adopted by the school's
Governing Board on:

**Principal's
Signature:**

Date:

**Governing Board
Chair's Signature:**

Date:

SECTION 7

ANNUAL ACTIVITY REPORT

CONTENTS

- What is an Annual Activity Report?
- Informing the Community
- Content of the Annual Activity Report
- Completing the Annual Activity Report
- Annual Report Forms and Guidelines

THE ANNUAL ACTIVITY REPORT

Section 82 of the Education Act states: "*The governing board shall prepare and adopt an annual activity report and shall transmit a copy of the report to the school board.*"

WHAT IS AN ANNUAL ACTIVITY REPORT?

The annual activity report serves as a communication tool as well as an accountability and planning tool. The annual report can be used not only to report to the school board as required by law but also to share information with parents, the school staff and the public.

While there is no requirement for copies of the annual report to be distributed to the parents or staff members at large, you may decide to have copies available for those who wish to see it.

INFORMING THE COMMUNITY

Section 83 of the Education Act states: "*Each year, the governing board shall inform the parents and the community served by the school of the services provided by the school and report on the quality of such services.*"

This is a separate responsibility from that of the preparation and adoption of the annual report.

The key words in section 83 are "*inform*" and "*report*". The governing board can provide information on services to the community on a regular basis through the public meetings of the governing board, newsletters, local newspaper ads, etc.

Both the educational project and the commitment to success plan must be made public. The governing board must also report annually on the evaluation of the implementation of the commitment to success plan and a document explaining the educational project and reporting on the evaluation of the commitment to success plan must be distributed to the parents and the school staff. (s. 83, para. 2, 3, 4)

CONTENT OF THE ANNUAL REPORT

The annual report should include the following information and descriptions:

- ✓ name and address of the school
- ✓ names of the members of the governing board, the groups they represent and position, e.g., chairperson, treasurer
- ✓ number of meetings held (regular and special)
- ✓ attendance record (optional)
- ✓ message from the chairperson (optional)
- ✓ issues and concerns addressed by the governing board
- ✓ new programs, activities, services approved by the governing board
- ✓ actions taken by the governing board
- ✓ sub-committees that were established, if any, and their mandates

- ✓ method(s) used to inform parents
- ✓ plans and/or recommendations for the coming year

The annual report must be adopted by the governing board and submitted to the school board.

Please note that, once adopted, the annual activity report should be forwarded to the Communications Division by October 31st.

The forms and guidelines provided by the EMSB for the completion of the annual report are included on the following pages. They are forwarded to the schools in April.

COMPLETING THE ANNUAL REPORT

Members

List each member of the governing board and identify the group each member represents, e.g., parents, teachers, other staff, daycare, students, community, socio-economic, etc.

Number of Meetings Held/Comments

Identify the number of regular and special meetings held during the year and the reasons for the special meetings.

Chairperson's Message

This is optional but might include observations about the general assembly, the accomplishments, the challenges, the general functioning of the governing board, etc.

Attendance Record

This is optional but will provide information to the school community that could assist them in the election or selection of members to sit on the governing board.

Activities, Programs, Services & Issues /Actions Taken

List the major topics that were dealt with and the associated actions taken.

Sub-Committees and their Mandates

If your governing board established sub-committees to look at issues and make recommendations, please identify.

Informing the School Community

The school community includes parents, staff and sometimes the larger community. Briefly describe the method(s) used, e.g., newsletters, notices, etc.

Recommendations

Indicate any recommendations for next year's governing board in terms of actions to be taken, issues to be addressed, method of operation, etc. You may wish to identify specific measures you would like the school board to take which would assist the functioning of the governing board.

EXAMPLE OF THE GOVERNING BOARD ANNUAL REPORT

School:	
Principal:	

Governing Board members and meeting attendance breakdown

NAME	POSITION/ GROUP REPRESENTED	MEETINGS ATTENDED												TOTAL												
		1	2	3	4	5	6	7	8	9	10	11	12													
Total Regular Meetings															Total Special Meetings											

Activities, Programs, Services & Issues and Actions Taken
Governing Board Resolutions Discussed

Activities, Programs, Services and Issues	Actions Taken
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	

*indicates E-mailed resolution read into that month's meeting

Sub-Committees and their mandates

Informing the School Community

Recommendations

Chairperson's message

Adopted by the Governing Board on:

Principal

Governing Board Chair