



**All Parents and Legal Guardians
of Allion Elementary students
are cordially invited to attend
the Annual General Assembly of Parents**

Date: Thursday 7 September

Time: 18h

Place: Allion School Gymnasium

What happens at the Annual General Assembly (AGA)?

- ✓ The Governing Board Annual Report is presented.
- ✓ The parents elect parents to the Governing Board for 2-year terms.
- ✓ The parents elect parents to serve as substitute Governing Board members (the number of substitute parents should equal the total number of parent members).
- ✓ The parents elect, from amongst the Governing Board parents, a Parent Representative and an Alternate Parent Representative to the LBPSB Parents' Committee.
- ✓ The parents who are present will determine if the school will have a PPO for the year.

Governing Board

What is a Governing Board?

Every public school in Quebec has a Governing Board (GB). They are responsible for issues involving school life, the annual budget and the development of school policies. They are also the primary consultative bodies for School Board policies.

In addition to parents, our GB consists of **six** staff members who are voting members, elected from and by their constituents. Two community representatives and the principal (or designate) have voice, but no vote. Monthly meetings are usually held **on the second Tuesday of the month**.

Number of parents who are in their 2nd year on GB: 3

Number of parent seats to be filled this year: 3

Term of office: 2 years

How Do I Join Governing Board?

Complete & submit the Nomination form to me or to the school office by **6 September OR** attend the AGA and present yourself in person by giving a 2-minute talk about yourself and the reasons for your candidacy (preferred).

Members of the Governing Board will be elected by secret ballot.



Parent Participation Organization

The PPO provides a forum for parents to share ideas. Its role is to promote the collaboration of parents in developing, implementing and evaluating the school's educational project. They may advise the parent members of the Governing Board or can be consulted by them on any matter. The number and schedule of meetings will be determined by the PPO.

A school can have both a PPO and a Home & School Association. The Home & School group generally focusses on fund-raising activities and organizing special events, whereas the PPO focuses on educational issues that foster student success.

Parents who attend the Annual General Assembly will decide whether to establish and name a school-level Parent Participation Organization, as well as elect its members.

Number of parent seats to be filled: to be determined

Term of office: 1 year

Please consider running for a position on these important committees!

Attend the Annual General Assembly meeting to elect the parents that you feel best speak for you on school issues.

Thank you!

James H. Benn, Principal

On behalf of Allion Governing Board



**Allion School - NOMINATION FORM
ANNUAL GENERAL ASSEMBLY
Thursday 7 September**

To the Attention of Parents and Legal Guardians of students who are interested in joining the school Governing Board or Parent Participation Organization.

Please complete this form and return to the School Office on or before **6 September**.

N.B. The election of Parents' Committee Representatives will also take place at the Annual General Assembly of Parents.

Name: _____

Email: _____

Telephone numbers: _____

Children in the school:

Name: _____ Grade: _____

Name: _____ Grade: _____

Name: _____ Grade: _____

GOVERNING BOARD

I declare my candidacy as a Parent Representative on Governing Board.

Signature _____

NOTE: GB candidates may be asked to present a 1- or 2-minute biography in person during the meeting. It might include some of the following information:

- Reasons for your interest in GB
- Experience working with schools
- Related experience
- Ideas you would like to see discussed for Allion.
- Your personal vision for Allion

Alternatively, please attach your biography to this form, and it will be presented on your behalf, but please be aware that parents who do not present themselves in person typically have a lesser chance of being elected.



**Allion School
Annual General Assembly of Parents
Thursday 7 September
Agenda**

1. Opening & Welcome
2. Naming of AGA Secretary (motion)
3. Approval of Agenda (motion)
4. Approval of Minutes of last year's Annual General Assembly of Parents (motion)
5. A Word from the Principal
6. Role and Function of Governing Board, Parents' Committee, SNAC and PPO
7. Election Procedure
8. Nomination of Elections Officials: President & secretary of election, ballot counters
9. Governing Board
 - 9.1. Introduction of current members (those in 2nd year of their term)
 - 9.2. Election of new Governing Board Parent Representatives
 - 9.3. Presentation of Annual Report (during ballot counting)
 - 9.4. Naming of new Governing Board Parent Representatives
 - 9.5. Survey to establish if there are any elected GB parent representatives that both have a child on an IEP **and** who are interested in becoming the school's IEP Rep/ liaison to SNAC
 - 9.5.1. Vote by assembled parents on whether or not to fill the **optional** IEP Rep position (*only if there are any candidates*)
 - 9.5.2. Election of the IEP Rep (*only if vote to fill the optional IEP Rep position is approved and there is more than one nominee*) **or** naming of the IEP Rep (*if vote to fill the optional IEP Rep position is approved and there is only one nominee*)
 - 9.6. Election of substitutes
10. Parents' Committee
 - 10.1. Parents' Representative Report
 - 10.2. Election of Parent Representative
 - 10.3. Election of Alternate Parent Representative
11. School-based Parent Participation Organization



11.1. Formation and naming of PPO (motion)

11.2. Election of new PPO members (*if motion is approved*)

12. Destruction of Ballots (motion)

13. Dates of first meetings

14. Adjournment



SAMPLE BALLOT

Replace highlighted areas with relevant info, delete blue writing, and distribute

The number of positions open to election may vary, depending on your school. What is important is that all the candidates' names are made known to the assembly. A good way of doing this is to type the names onto a laptop which is connected to a projector. Extra ballots may be required in the event of a tie. Bottom candidates may be eliminated from the list should a second ballot be required.

Voters should be instructed that they can vote for up to the number of positions available (for example, a candidate may vote only for him/herself, if he/she so chooses).

Your School AGA Governing Board Ballot

Please write the names of up to <u>X number</u> of candidates.

SUGGESTED OUTLINE for Annual Report from Governing Board

At the end of the school year, the GB chair is required to present an annual report to the community outlining the activities of the Governing Board for that year. This report should include:

- Names of the Governing Board members (including all parents, staff, students, community reps)
- Dates, time and place of the meetings that took place
- Who compiled the minutes and where people can find them (e.g., website, school office)
- Consultations addressed
- General activities of Governing Board (field trips and fundraising approved)
- Presentations given (if any)
- Recommendations & Plan of Action for the coming year