

NOTICE
ANNUAL GENERAL ASSEMBLY (ONLINE MEETING)
Evergreen Elementary School

DATE: September 15th, 2022

TIME: 6:30 PM

Dear Parents/Guardians,

In conformity with section 47 of the Education Act, all parents and legal guardians are cordially invited to attend our school's **Annual General Assembly**. This year, our Annual General Assembly will be held via Zoom. We ask that you **confirm your presence by Tuesday at noon** by completing the following online attendance form:

<https://lbpsb-qc-ca.zoom.us/meeting/register/tJUlduutqjsrGNlITmJla8SZvXVCdpMtSk>

Once completed, you will receive an email acknowledging receipt of the completed form.

The link to join the Zoom meeting will only be e-mailed to parents who have confirmed their presence through the online attendance form. Each parent must complete the attendance form and indicate an individual email. Only one form must be completed per parent.

The zoom link will be sent on the day of the AGA meeting and is reserved solely for parents whose children attend our school. Therefore, by completing the attendance form, you accept and agree not to forward the zoom link to a third party. All parents who confirmed their presence via the online registration will also receive the link for the meeting.

To be able to proceed on time, we kindly ask all attendees:

- to log into the meeting 20 minutes ahead of time. (You will be placed in the Zoom waiting room until the meeting starts);
- make sure your Zoom profile indicates your correct name and your child's name.

We are pleased to share with you the agenda for our meeting which you will find below. For any questions regarding our back-to-school protocols, you may communicate with me directly.

Frequently asked questions and answers about the AGA can be found on the following page.

We look forward to seeing all of you at our online Annual General Assembly!

Mr. A. Lambert

Principal

What happens at the Annual General Assembly (AGA)?

- ✓ The parents elect parents to the Governing Board for 1 and 2-year terms.
- ✓ The parents elect parents to serve as substitute Governing Board members (the maximum number of substitute parents cannot exceed 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 6 staff who are voting members, elected from and by their constituents. The principal has a voice, but no vote.

The GB meets five to seven times during the year, these meetings take place in the evening and generally last no more than an hour and a half. Dates are determined based on everyone's availabilities.

Number of parents who are in their 2nd year on GB: 2
Number of parent seats to be filled this year: 4
Term of office: Three 2 yr. positions.
One 1yr. position.

How Do I Join Governing Board?

Confirm your attendance and submit candidacy via the link sent to you in the invitation. You will be expected to deliver a 2-minute talk about yourself and the reasons for your candidacy at the Zoom AGA meeting

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. School principals cannot be members of the PPO and there are no provisions in the Education Act for their involvement in 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. Currently Evergreen does not have a PPO.

Number of parent seats to be filled: to be determined
Term of office: 1 year

Annual General Assembly of Parents

2022

Evergreen Agenda

- 1. Opening of the Meeting**
- 2. Naming of Secretary**
- 3. Approval of the Agenda**
- 4. Approval of Minutes of last year's General Assembly of Parents**
- 5. Adoption of the Online Election Procedure**
- 6. Governing Board**
 - 6.1 Roles and Functions of the Governing Board**
 - 6.2 Introduction of the Current Members on Governing Board**
 - 6.3 Precisions Regarding Available Seats**
 - 6.4.1 Nominations Received Ahead of Time**
 - 6.4.2 Additional Nominations, if any**
 - 6.4.3 Closing of Nominations**
 - 6.4.4 Candidates Present Themselves**
 - 6.5 Election of Parent Representatives on the Governing Board**
 - 6.6 Election of Substitute Parent Representatives on the Governing Board**
- 7. LBPSB Parents' Committee Members**
 - 7.1 Roles and Functions of the Parents' Committee**
 - 7.2 Election of the Parent Delegate**
 - 7.3 Election of the Alternate Parent Delegate**
- 8. Formation of a Parent Participation Organization (PPO), if applicable**
 - 8.1 Roles and Functions of the Parent Participation Organization (PPO)**
 - 8.2 Decision Regarding the Formation of a PPO**
- 9. Varia**
- 10. Closing of the Meeting**