



École Primaire
East Hill
Elementary School
10350 Bd Perras, Montréal, QC H1C 2H1

Date: September 3, 2024

ANNUAL GENERAL ASSEMBLY OF PARENTS

Dear Parent(s)

On Thursday, September 12, 2024, at 8:40 p.m. we will be holding our Annual General Assembly of Parents in the school's gymnasium. The main purpose of the Annual General Assembly is to:

- elect the parent representatives to the Governing Board
- elect a delegate and an alternate to the EMSB Parents' Committee

There are 4 seats available on the Governing Board for the 2024-25 school year. Parents interested in being elected to the Governing Board, may put forth their name for election by using the following online form **EH GOVERNING BOARD CANDIDACY FORM 2024-25** or by submitting the attached copy of the form to the Main Office by Monday, September 9, 2024.

Please note, that parents who do not complete the form can still put their name forth for election at the Annual General Assembly.

Should there be more candidates than positions available, you will be called upon to speak briefly about your involvement in the school community and why you would like to become a member of the Governing Board. A brief description of the role and functions of the Governing Board is provided with this notice.

Parents are kindly asked to enter through the door on the first floor located next to the loop. Please do not enter by the main door.

Please note that the evening will be solely dedicated to the business of the Annual General Assembly.

Kind Regards,

Steven Rebelo
Principal



GOVERNING BOARD --- 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 to meet the local 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 brings proposals to the Governing Board for approval. Some of these are:

- rules of conduct and safety measures
- implementation of the basic school curriculum
- time allocation for subject
- 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 oversees its implementation and evaluation
- must make public the school's success plan and educational project
- must distribute a document to parents and staff explaining the educational project and reporting on the success plan

CODE OF CONDUCT

The Governing Board has the responsibility to ensure that every decision it makes is in the best interest 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 cooperatively with the other members
- place the interest of the school before any personal interest

The legislation 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 staff and the community."

