



# **GOVERNING BOARD MANUAL**

**ADULT EDUCATION &  
VOCATIONAL CENTRES**

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

**September 2020**



THIS MANUAL WAS PREPARED BY THE  
COMMUNICATIONS DIVISION



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# FUNCTIONS, POWERS AND COMPOSITION

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## WHAT IS A GOVERNING BOARD?

A governing board is a body established in each centre according to the Education Act. It is composed of students, teachers, representatives of both the non-teaching professionals and support staff, representatives from business and socio-economic and community groups. In vocational education centres, parents are also included in the composition. These groups work in partnership to ensure that all students receive the best possible learning opportunities.

## WHAT ARE THE POWERS AND FUNCTIONS OF THE GOVERNING BOARD?

The powers and functions of the governing board are outlined in the Education Act. The following outlines the responsibilities and identifies the related sections in the Education Act.

## FUNCTIONS AND POWERS

- analyses the centre's situation and, based on the analysis and the school board's commitment-to-success plan, determines, oversees and periodically evaluates the centre's specific policies and objectives for improving student success (s.109)
- approves the centre's educational project (s. 109.1)
- establishes the principles for determining the cost of documents in which students write, draw or cut out and approves a list of materials (ss. 110.3.2, 77.1) *Vocational centres*
- advises the school board on certain matters (s. 110)
- approves the principal's approach for the implementation of the basic centre regulations (s. 110.2 (1))
- approves the implementation of the programs of studies (s. 110.2 (2))
- approves the implementation of the programs relating to student services and popular education (s. 110.2 (3))
- approves the centre's operating rules (s. 110.2 (4))
- may organize social, cultural or sports services on the premises (s. 110.3)
- informs the community served by the centre of the services provided by the centre and reports on the level of quality of these services (s. 110.3.1)
- makes public the policies and objectives of the centre and reports on the evaluation of the implementation of the educational project (s. 110.3.1)
- may pool goods and services or activities with other centres (ss. 110.4 and 80)
- prepares and adopts an annual activity report and transmits a copy to the school board (ss. 110.4 and 82)
- approves the use of the premises and the organization of cultural, social, sports, scientific or community services (ss. 110.4 and 93)
- may solicit and receive contributions from any person or organization wishing to fund the centre (ss. 110.4 and 94)
- adopts the centre's annual budget and forwards to the school board for approval (ss. 110.4 and 95)
- is consulted by the centre director regarding the centre's needs for goods, services and repair/improvement of the premises (s. 110.13 and 96.22)

## **CONSULTATION BY THE SCHOOL BOARD (Education Act, Section 110.1)**

In addition to the functions and powers outlined on the previous page, the school board must consult the governing board on two items (section 110.1), namely:

- the amendment or revocation of the deed of establishment of the centre, i.e., centre closure, change of program, change of building, etc.

(The deed of establishment, prepared by the school board, includes the name and address of the centre 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 centre.)

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 centre
- any matter that may improve the organization of services provided by the school board

## Centre Governing Board Functions and Powers

### GOVERNING BOARD

### CENTRE DIRECTOR

### STAFF MEMBERS

### SCHOOL BOARD

GENERAL TERMS				
Educational project	Approves (s. 109) Evaluates the implementation (s. 110.3.1) Informs the community (s.110.3.1)	Coordinates the development, implementation and periodical evaluation (s.110.10)	Participate (s. 110.2)	Facilitates its accomplishment (s. 218)
Governing board annual report	Prepares, adopts and transmits a copy to the school board (s. 110.4)			Prepares a report on the educational and cultural activities of its schools and centres
Services provided by the centre	Informs the community and reports on their level of quality (s. 110.3.1)			
Amendment or revocation of the deed of establishment	Is consulted (s. 110.1)			Consults & decides (ss. 40 & 217)
Selection criteria for the appointment of the centre director	Is consulted (s. 110.1)			Consults & decides (ss.110.1 & 110.5)
Matters pertaining to the proper operation of the centre or to the improved organization of the service provided by the school board	Advises the school board (s. 110)			
Principles for determining the cost of the documents	Establishes (s.110.3.2)	Ensures that they are prepared(s. 110.10) Proposes (s. 110.3.2)		
List of objects required by students	Approves (s. 110.3.2)	Ensures that they are prepared(s. 110.10)		
EDUCATIONAL SERVICES				
Approach proposed for the implementation of the basic school regulation	Approves (s. 110.2)	Ensures that proposals are prepared (s. 96.13) Proposes (s. 84)	Participate (s. 89)	Ensures that the basic school regulation is implemented (s. 222)
MATERIAL AND FINANCIAL RESOURCES				
Use of the premises	Approves (s.110.4)			
Gifts and contributions	May solicit and receive a gift or contribution and supervises the management of this fund (s. 110.4)			Creates a designated fund, keeps separate books and accounts (s.110.4)
Centre's annual budget	Adopts (s. 110.4)	Prepares (s. 110.13)		Allocates resources among the centre (s. 275) Approves the centre's budget (s. 276)
Requirements of the centre as regards goods and services, and premises	Is consulted (s. 110.13)	Consults with the governing board and informs the school board of the requirements (s. 110.13)		

## THE COMPOSITION OF THE GOVERNING BOARD (Education Act, Section 102)

The governing board is composed as follows:

- Students attending the centre elected by their peers according to the procedure determined by the principal after consulting with the students or the students' association, if any
- Centre 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
- At least 2 parents who are not members of the centre staff (*vocational centres only*)
- At least 2 representatives from socio-economic and community groups *appointed by the school board*
- At least 2 representatives from enterprises of the region *appointed by the school board*
- The maximum number is 20. The total number of seats available for staff representatives must not exceed the total number of seats for representatives of other groups. The school board determines the number of representatives from each group on the governing board after consulting each group.

On August 28, 2019, the Council of Commissioners of the English Montreal School Board determined the composition of the Governing Boards in the Adult Education and Vocational Sector as follows (Resolution **#19-08-28-13**):

Centre	Teachers	Other Staff 1 non-teaching professional & 1 support staff	Students	Community Members from Enterprises	Community Members from Socio-Economic & Community Groups	Parents	Total
<b>Adult Education Centre</b>							
Galileo	2	2	2	2	2	0	10
High School of Mtl.	3	2	3	2	2	0	12
James Lyng	4	2	2	2	2	0	12
John F. Kennedy	4	2	2	2	2	0	12
St. Laurent	4	2	2	2	2	0	12
Wagar	4	2	2	2	2	0	12
<b>Vocational Centre</b>							
Laurier Macdonald	2	2	2	2	2	2*	12
Rosemount	4	2	2	2	2	2*	14
Shadd	2	2	2	2	2	2*	12
St. Pius X	6	2	4	2	2	2*	12

\* Parent of a student below the age of majority

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

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

## **TERM OF OFFICE**

The term of office of members of the governing board is two years.

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

## **VACANCIES (s. 102)**

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.

## **CHANGE IN COMPOSITION**

After consultations were completed by the school board, 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 **#19-08-28-13**)

This request should be done during the month of April or May, so that the school board can pass a resolution in June or August implementing the new composition of the Governing Board in September.

Included with the request, a letter signed by the Governing Board Chair and the principal with an extract from the minutes of the resolution, letters from all groups involved (teachers, support staff) agreeing or disagreeing to the changes.

# THE EDUCATION ACT

## CONTENTS

- Excerpts Pertaining to Governing Boards (Adult Sector)

### CHAPTER IV

#### VOCATIONAL TRAINING CENTRES AND ADULT EDUCATION CENTRES

1997, c. 96, s. 13.

##### DIVISION I

##### ESTABLISHMENT

1997, c. 96, s. 13.

97. Vocational training centres are educational institutions whose mission is to provide the educational services prescribed by the basic vocational training regulation established by the Government under section 448.

Adult education centres are educational institutions whose mission is to provide to persons entitled thereto under section 2 the educational services prescribed by the basic adult education regulation established by the Government under section 448.

Centres shall pursue their mission within the framework of an educational project.

It is also the mission of centres to contribute to the social and cultural development of the community.

1988, c. 84, s. 97; 1990, c. 78, s. 54; 1997, c. 96, s. 13; 2002, c. 63, s. 13; 2016, c. 26, s. 14.

97.1. The centre's educational project, which may be updated if necessary, shall contain

- (1) the context in which the centre acts and the main challenges it faces, particularly with respect to academic success and, in the case of a vocational training centre, the relevance of the training to regional or provincial labour market needs;
- (2) the specific policies of the centre 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 basic school regulation and the programs of studies established by the Minister are implemented, adapted and enriched. They must also be consistent with the school board's commitment-to-success plan.

2002, c. 63, s. 14; 2008, c. 29, s. 6; 2016, c. 26, s. 15.

97.2. 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.

2016, c. 26, s. 15.

98. At the request of the school board, an adult education centre shall provide a general education program to students in a vocational training program offered 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).

Likewise, a vocational training centre shall provide a general education program to students in a vocational training program.

1988, c. 84, s. 98; 1997, c. 96, s. 13.

99. For the purposes of section 72 of the Charter of the French language (chapter C-11), a vocational training centre shall be considered to be a school as far as persons entitled to educational services under section 1 are concerned.

1988, c. 84, s. 99; 1997, c. 96, s. 13.



100. Centres shall be established by the school board.

The deed of establishment of a centre shall state the name and address of the centre and indicate the premises or immovables placed at the disposal of the centre. The deed shall also specify whether the centre is a vocational training centre or an adult education centre.

Where the deed of establishment of the centre places more than one immovable at the disposal of the centre, 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. 100; 1997, c. 96, s. 13.

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

1988, c. 84, s. 101; 1990, c. 8, s. 9; 1990, c. 78, s. 54; 1997, c. 96, s. 13.

## DIVISION II GOVERNING BOARD

1997, c. 96, s. 13.

§ 1. — Composition and formation

1997, c. 96, s. 13.

102. A governing board shall be established for each centre.

The governing board, which shall have not more than 20 members, shall include the following persons, who shall become members of the board upon their appointment or election:

- (1) students attending the centre, elected by their peers according to the procedure determined by the principal after consulting with the students or the students' association, if any;
- (2) at least four members of the staff of the centre, including at least two teachers and, if the persons concerned so decide, at least one non-teaching professional staff member and at least one support staff member, elected by their peers according to the procedure set out in their respective collective agreements or, failing that, according to the procedure determined by the principal after consulting with the persons concerned;
- (3) at least two persons appointed by the school board after consulting with the socio-economic and community groups in the territory principally served by the centre;
- (4) in the case of a vocational training centre, at least two parents of students attending the centre who are not members of the staff of the centre, elected by their peers according to the procedure determined by the principal;
- (5) at least two persons appointed by the school board from within enterprises of the region which, in the case of a vocational training centre, operate in economic sectors corresponding to the vocational education programs offered by the centre.

The term of office of members of the governing board is two years.

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

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. 102; 1990, c. 78, s. 54; 1997, c. 96, s. 13.

103. The school board shall determine the number of representatives of each group on the governing board after consulting with each group.

The total number of seats for staff representatives must not exceed the total number of seats for representatives of other groups.

1988, c. 84, s. 103; 1997, c. 96, s. 13.

104. Commissioners elected or appointed pursuant to the Act respecting school elections (chapter E-2.3) cannot be members of the governing board of a centre 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. 104; 1990, c. 8, s. 10; 1990, c. 78, s. 36; 1997, c. 96, s. 13; 2008, c. 29, s. 7.

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

1988, c. 84, s. 105; 1990, c. 78, s. 54; 1997, c. 96, s. 13.

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

1988, c. 84, s. 106; 1997, c. 96, s. 13.

§ 2. — Operation

1997, c. 96, s. 13.

107. The governing board shall choose its chair from among the members appointed or elected under subparagraphs 3 to 5 of the second paragraph of section 102 who are not members of the personnel of the school board.

1988, c. 84, s. 107; 1997, c. 96, s. 13.

107.1. A majority of the members in office is a quorum of the governing board.

2002, c. 63, s. 15.

108. Sections 57 to 60 and 62 to 73, adapted as required, apply to the operation of the governing board of a centre.

1988, c. 84, s. 108; 1997, c. 96, s. 13; 2002, c. 63, s. 16.

§ 3. — Functions and powers

1997, c. 96, s. 13.

109. The governing board shall analyze the situation prevailing at the centre, particularly the challenges tied to student success and the characteristics and expectations of the community served by the centre. Based on the analysis and taking into account the school board's commitment-to-success plan, the governing board shall adopt the centre'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 centre and in student success. To that end, the governing board shall encourage the collaboration of students, parents, teachers, other centre staff members, and community and school board representatives.

1988, c. 84, s. 109; 1997, c. 96, s. 13; 2002, c. 63, s. 17; 2008, c. 29, s. 8; 2016, c. 26, s. 16.

109.1. The governing board shall send the centre'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 centre's educational project. The educational project and any evaluation of it shall be communicated to the students and the centre staff members.

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

2002, c. 63, s. 18; 2016, c. 26, s. 17.

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

1988, c. 84, s. 110; 1990, c. 78, s. 54; 1997, c. 96, s. 13.

110.1. The school board must consult the governing board concerning

- (1) the amendment or revocation of the deed of establishment of the centre;
- (2) the selection criteria for the appointment of the principal.

1997, c. 96, s. 13.

110.2. The functions of the governing board include approving the proposals of the principal on the following matters:

- (1) the approach for the implementation of the basic regulation;
- (2) the implementation of the programs of studies;
- (3) the implementation of the programs relating to student services and popular education prescribed by the basic regulation which are determined by the school board or provided for in an agreement made by the school board;
- (4) the operating rules of the centre.

Proposals under subparagraph 2 of the first paragraph shall be developed in collaboration with the teachers and the other proposals, in collaboration with the staff members concerned.

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.

1997, c. 96, s. 13.

110.3. The governing board may organize social, cultural or sports services or allow other persons or organizations to organize such services on the premises of the centre.

For the purposes of this section, the governing board may, in the name of the school board and in keeping with the budget of the centre, contract with a person or organization for the provision of goods and services. In addition, the governing board may require a financial contribution from users of such goods and services.

Revenues derived from the provision of such goods and services shall be credited to the appropriations allocated to the centre.

1997, c. 96, s. 13.

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

2002, c. 63, s. 19; 2016, c. 26, s. 18.

110.3.2. Section 77.1 applies to the governing board of a vocational training centre as regards the students referred to in section 1, with the necessary modifications.

2005, c. 16, s. 7.

110.4. Sections 80 to 82 and 93 to 95, adapted as required, apply to the governing board of a centre.

1997, c. 96, s. 13; 2002, c. 63, s. 20.