



Clearpoint Elementary ~ IB World School

17 Cedar Avenue, Pointe-Claire, QC H9S 4X9

Tel: 514-798-0792 Fax: 514-695-3480

<http://clearpoint.lbpsb.qc.ca>

OFFICIAL NOTICE OF MEETING

ANNUAL GENERAL ASSEMBLY AND GOVERNING BOARD ELECTION (ONLINE MEETING)

CLEARPOINT ELEMENTARY

DATE: WEDNESDAY, SEPTEMBER 16, 2020

TIME: 6:30 P.M.

Dear Parents/Guardians,

In conformity with section 47 of the Education Act, you 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 three days before the meeting at noon** by completing the following online attendance form:

➤ <https://secure.innovision.qc.ca/lbpsb/pub/InscriptionVote.aspx>

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.

There are 3 positions to be filled for parent members of the Clearpoint Governing Board.

Should you wish to present yourself as a candidate for one of these positions, you may:

-indicate your candidacy on the electronic form when you register to vote in the on-line meeting (using the link above).

OR

-submit your candidacy in writing to the school principal in writing ahead of the meeting.

OR

-present yourself as a candidate during the on-line meeting prior to the vote.

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 attendance form will also receive, the day before the meeting, an email containing a username and password. The email will be sent from evooxsysteme@innovision.qc.ca and will be titled "*Online Voting AGA - Information*". Please verify your spam inbox if you believe you did not receive it on the day of the meeting. This information will be used for online voting purposes. Please do not reply to this email.



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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.

We are pleased to share with you the agenda for our meeting which you will find below.

Please note that this meeting will be reserved to the items on the agenda related to our Annual General Assembly. For any questions regarding our back-to-school protocols, you may communicate with Mr. David Estok, Principal directly.

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

Sincerely,

Liz Lopez
Governing Board Chair

David Estok
Principal

Agenda

Governing Board Annual General Assembly of Parents: Wednesday, September 16, 2020

Location: Zoom platform

Time: 6:30 p.m.

Agenda

1. Opening of the Meeting
2. Naming of Secretary
3. Approval of the Agenda (*motion*)
4. Approval of minutes from September 2019 AGA (*motion*)
5. Adoption of the Online Election Procedure



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6. Governing Board

1. **Roles and Functions of the Governing Board:** The Governing Board is a body established in each school according to the Education Act. It is composed of the parents, teachers, and representatives of both the support staff and day care. The Governing Board plays an important role in school governance at Clearpoint. The Governing Board is responsible for many issues related to the life and functioning of the school including the school's educational project, the annual budget and the development of school policies.
2. Presentation of the Annual Report 2019-2020 (motion, presented by Dov Bensimon)
3. Introduction of the Current Members on Governing Board (presented by Dov Bensimon)
4. **Precisions Regarding Available Seats:** In addition to the seven parent members, our GB consists of six staff and one daycare representative who are voting members, elected from and by their constituents. One community representative and the principal have voice, but no vote. Monthly meetings are usually held on the first or second Wednesday of the month.
 - i. **Number of parents who are in their 2nd year on GB: 4**
Introduction of current members (those in 2nd year of their term):
 - Marc Lucke - Parents' Committee Parent Representative
 - Marie-Flore Gignac
 - Rebecca-Anne Belmonte
 - Stuart Kemp

Number of parent seats to be filled this year: 3

Term of office: 2 years

- ii. Nominations Received Ahead of Time
- iii. Additional Nominations, if any
- iv. Closing of Nominations
- v. Candidates Present Themselves



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5. Election of new Governing Board parent representatives (3 positions for a 2-year term each)
6. Parents are elected to represent their parent body at GB meetings and to make decisions on behalf of all children at their school. Even if parents have specific issues, they are asked to set them aside and vote according to the best interests of all children. Voting is a privilege and abstentions should generally be avoided. A common reason for abstaining from a vote would be if there is a conflict of interest.
7. Naming of the new Governing Board parent representatives
8. Election of substitute parent members: (1-year term)
Parents are elected to represent their parent body at GB meetings in the absence of a parent representative. When acting in the place of a parent representative, the substitute has the full rights and responsibilities afforded therein
7. Election of Parent Representative to Parents' Committee (PC) and Alternate Representative
 1. The parent representative to the PC is elected by the entire parent body at the AGA from amongst GB parent members.
 2. The PC parent representative represents all the parents of his/her school and attends regular monthly meetings at the school board (usually the first Thursday of each month).
 3. Parents representatives are automatically members of the PC, and they may be elected to various LBPSB committees (Education, Facilities, Transportation, Intercultural, etc.), represent parents at Council as a commissioner representing the Parents' Committee, or serve as delegates of the PC to external organizations, such as the Pearson Educational Foundation (PEF), or the English Parents' Committee Association (EPCA).
 4. Parent representatives are expected to report back to the parents of their schools and to communicate with the various school and school-affiliated committees (i.e., Parent Participation Organization and Home & School).



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5. The alternate also represents all parents of their school and is a member of the LBPSB Parents' Committee. Voting is relegated to the alternate at PC meetings **only** in the absence of the parent representative. Alternates may also be elected to represent parents on select LBPSB committees, participate in the subcommittees of the PC, or represent the PC as delegates to organizations external to the PC, such as PEF and EPCA.

8. Formation of a Parent Participation Organization (PPO), if applicable (*motion*)
 1. **Roles and Functions of the Parent Participation Organization:** The Parent Participation Organization gives the opportunity to a larger number of parents to be more directly involved in the life of a school. It may advise the parent members on the governing board about parents' concerns. The Parent Participation Organization can play a valuable role and support the work of the governing board by effectively communicating with the parent body at large. The PPO is open to all parents of students in the school.

 2. Decision Regarding the Formation of a PPO

9. Varia

10. Date of the first GB Meeting for the 2020 – 2021 school year

11. Adjournment (*motion*)