

GROUND RULES GB

1. Composition

There has been concerns about meeting the number of official GB Composition that was sent to schools earlier this August. Although these are official numbers it may be best for all our schools to decide, this year, using last year's numbers of GB composition (i.e. your composition was 14, 7 parents and 7 staff but your composition officially is 18 you could use the 14 as your guide for this year). After the GBs have been formed as of Sept.30th, we can establish what your optimal number is now, based on enrolment and parent/staff engagement, and ask Council in October to approve the new breakdown for each school (if changes are necessary). Do your best to achieve the number of GB composition sent but, your minimum number should be what you used last year, officially. We will adjust as an entire board in October.

2. Quorum:

Obviously, very important to have quorum for our meetings in order that GB may vote officially to approve or adopt. Quorum for is obtained when two conditions are present: 1) there is a majority of members present (i.e. more than 8 members present if the total number of GB members is 16) and 2) half of the parent members must be present (i.e. at least 4/8 parents present).

3. Voting:

Decisions are made by a majority of the votes cast by the members present and entitled to vote. This means all parents, teachers and staff, except for the administration and our community member. If votes are tied, then the Chair casts the deciding vote. The Chair can vote twice. Email voting is acceptable but I suggest the rules establishing email votes be set and be clear from the first meeting...not recommended for every situation.

4. Fundraising and GB:

A fundraising activity always involves an expectation of profit and in the case of the sale of a product, a profit margin which ultimately constitutes the gift from the purchaser of the product. It is about remaining transparent, fair and equitable and not to circumvent the conditions relating to any form of commercial solicitation. I am not sure what school could possibly abide by this 100% (i.e. bake sales, pencils sales, etc....) but it will eventually go through GB because the GB monitors the budget and therefore, would have access to information regarding funds raised anyways and may have questions. Section 94 is intended to build in transparency.

For: rentals and the use of the premises or immovable placed at the disposal of the school.

Governing Board:

Approves the use (s. 93)

Principal and Board:

Ensures that a proposal is prepared (s. 93 and 96.13)

Submits the proposal to the governing board for approval (s. 93 and 96.13)

Authorizes, if applicable, any agreement entered into by the governing board for the use of the premises or immovable placed at the disposal of the school if the term of the agreement exceeds one year (s. 93)

For: Gifts, legacies, grants and other voluntary contributions from any person or public or private organization wishing to provide funding for school activities.

Governing Board:

May solicit and receive them in the name of the school board (s. 94)

May not solicit or receive gifts, legacies, grants or other contributions to which conditions incompatible with the mission of the school are attached, particularly conditions relative to any form of commercial solicitation (s. 94)

Principal and Board:

Supervises the management of the fund (s. 94)

Creates for the school a designated fund into which will be paid the contributions received (s. 94)

Keeps separate books and accounts for the operations of the fund (s. 94)

Discloses any sum received by any of its schools in a schedule appended to its financial statements, indicating the object for which the sum of money was granted (s. 287)

- For additional information on roles and responsibilities of the GB, I have attached a very informative document prepared by the Fédération des comités de parents entitled "The Governing Board at the Heart of the School".
- I have also attached a cheat sheet on Roberts Rules which outlines the procedures for meetings such as GB.
- I have also attached the PPT from the GB training from last year.
- And, another info package that can be shared...all this info can be shared.

Any questions, please let me know.

TK