



All Parents and Legal Guardians of
Beacon Hill Elementary School students
are cordially invited to attend
the Annual General Assembly of Parents

Date: Thursday, September 25th, 2025

Time: 5:00 pm

Place: Beacon Hill School Library

What happens at the Annual General Assembly (AGA)?

- ✓ The Governing Board Annual Report is presented.
- ✓ The parents elect parents to the Governing Board for 2-year terms.
- ✓ The parents elect parents to serve as substitute Governing Board members (the number of substitute parents should equal 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.

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. Two community representatives and the principal (or designate) have voice, but no vote. Monthly meetings are usually held **at 5:00**.

Number of parents who are in their 2nd year on GB: 3

Number of parent seats to be filled this year: 3

Term of office: 2 years

How Do I Join Governing Board?

Complete & submit the Nomination form to me or to the school office by **Friday, September 20th**.

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.

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.

Number of parent seats to be filled: to be determined

Term of office: 1 year

Please consider running for a position on these important committees!

Attend the Annual General Assembly meeting to elect the parents that you feel best speak for you on school issues.

Thank you!

Beacon Hill Elementary School

The minutes of the September 26th, 2024 Annual General Assembly and answers to frequently asked questions are posted on the Beacon Hill Elementary website. Please click on the Governing Board tab. You may also follow this link:
<https://beaconhill.lbpsb.qc.ca/>

BEACON HILL ELEMENTARY SCHOOL - NOMINATION FORM
ANNUAL GENERAL ASSEMBLY
THURSDAY, SEPTEMBER 25th, 2025

To the Attention of Parents and Legal Guardians of students who are interested in joining the school Governing Board or Parent Participation Organization.

Please complete this form and return to the school on or before **SEPTEMBER 22nd, 2025**.

N.B. The election of Parents' Committee Representatives will also take place at the Annual General Assembly of Parents.

Name: _____

Email: _____

Telephone numbers: _____

Children in the school:

Name: _____ Grade: _____

Name: _____ Grade: _____

Name: _____ Grade: _____

GOVERNING BOARD

☐

I declare my candidacy as a Parent Representative on Governing Board.

Signature _____

NOTE: GB candidates may be asked to present a 1- or 2-minute biography in person during the meeting. It might include some of the following information:

- Reasons for your interest in GB
- Experience working with schools
- Related experience
- Ideas you would like to see discussed for Beacon Hill
- Your personal vision for Beacon Hill

Alternatively, please attach your biography to this form, and it will be presented on your behalf, but please be aware that parents who do not present themselves in person typically have a lesser chance of being elected.

BEACON HILL ELEMENTARY SCHOOL
Annual General Assembly of Parents
Thursday, September 25th, 2025
Agenda

1. Opening & Welcome
2. Naming of AGA Secretary (motion)
3. Approval of Agenda (motion)
4. Approval of Minutes of last year's Annual General Assembly of Parents (motion)
5. Role and Function of Governing Board, Parents' Committee, SNAC and PPO
6. Election Procedure
7. Nomination of Elections Officials: President & secretary of election, ballot counters
8. Governing Board
 - 8.1. Introduction of current members (those in 2nd year of their term)
 - 8.2. Election of new Governing Board Parent Representatives
 - 8.3. Presentation of Annual Report (on the school website)
 - 8.4. Naming of new Governing Board Parent Representatives
 - 8.5. Survey to establish if there are any elected GB parent representatives that both have a child on an IEP **and** who are interested in becoming the school's IEP Rep/ liaison to SNAC
 - 8.5.1. Vote by assembled parents on whether to fill the **optional** IEP Rep position (*only if there are any candidates*)
 - 8.5.2. Election of the IEP Rep (*only if vote to fill the optional IEP Rep position is approved and there is more than one nominee*) **or** naming of the IEP Rep (*if vote to fill the optional IEP Rep positions approved and there is only one nominee*)
 - 8.6. Election of substitutes
9. Parents' Committee
 - 9.1. Parents' Representative Report
 - 9.2. Election of Parent Representative
 - 9.3. Election of Alternate Parent Representative
10. School-based Parent Participation Organization
 - 10.1. Presentation of Annual Report (*if applicable*)
 - 10.2. Formation and naming of PPO (motion)
 - 10.3. Election of new PPO members (*if motion is approved*)
11. Destruction of Ballots (motion)
12. Dates of first meetings
13. Adjournment

